



Katherine J. Young
PROJECT MANAGER ASSISTANT

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Experienced young professional with 5 years of experience in project management area, including three completed projects of different levels of complexity. Seeking for new career challenges and business' profitability and success.

EDUCATION

Project Manager Assistant

- Healthcare Industry
- Identifying issues and problems with the progress of ongoing projects
 - Handling multiple assignments at the same time
 - Tracking project activities against the scheduled plan

24-7 STAFFING

Preparing your CV

Crafting a compelling CV is your first step towards landing your dream job. A well-written CV is more than just a list of your qualifications; it's a marketing tool that showcases your skills, experiences, and achievements in a way that captures the attention of potential employers.

In this guide, we'll provide you with practical tips and strategies to help you create a CV that stands out from the crowd.

Layout and style

There are lots of templates available on apps such as Microsoft Word or on search engines.

Some include photos, colour graphics and fancy fonts. There's no right and wrong when it comes to using these templates, just keep in mind that your CV needs to be easy on the eye and easy to read, you don't want to distract the reader from the main event – YOU!



QUICK TIPS

It's generally wise to avoid using a photo in your CV.

The use of a professional profile photo can enhance your CV, however, bear in mind that a photo can also trigger unconscious bias in the reader.

Your CV should usually be no more than 2 pages unless you're applying for an executive or senior position when it might be more appropriate to give more detail.

Set out the main aspects of each role you have worked in but leave the deep dive for the interview.

Avoid jargon and acronyms.

The use of special words or expressions by a profession or group is called jargon, it's often difficult for others to understand.

Likewise, acronyms should be avoided too as they often lead to confusion or misunderstanding, for example LOL is most commonly used to abbreviate Laugh Out Loud, however, some wrongly believe it's **Lots Of Love** which could land you in real hot water!



Drop the **“I”** and **“my.”** A professional CV should be written in the silent or implied First Person.

This means avoiding the use of pronouns, like I and my, but also not using the third person e.g. she and her.

It's a tricky skill to master so if in doubt use first person. So instead of saying “I compiled reports and sales forecasts” simply say, “Compiling reports and sales forecasts”.



Use the correct tense.

Use past tense when explaining previous jobs and achievements and present tense for your current role.



PERSONAL DETAILS

Limit personal details to your **contact details** to avoid biases such as age and gender stereotyping.

They normally go at the top of your CV unless you're using a **template** with an alternative layout.



PERSONAL STATEMENT

Your personal statement is the opening statement in your CV where you showcase who you are and what you have to offer.

It should be between **6 and 8 lines long** and, to have the most impact on the hiring manager, it should align with the key aspects of the job description and highlight your **transferable skills**.



KEY SKILLS

Next comes a list of your skills. Use an easy-to-read **bullet point format** to simply lay out skills which relate to the job description and profession.



EDUCATION & QUALIFICATIONS

This section of your CV is where you list your training and qualifications. Use a **simple list format** and if there are too many to fit you can simplify e.g. 7 GCSE's grade 4 to 8. Include your driving licence here if you have one, especially if it's applicable to the job you are applying for.



WORK HISTORY

Provide the **basic details** of company name, job role, and dates of employment for each job using a **structured format**.

Give a brief overview of **key responsibilities** and **achievements** in your current/most recent position and previous or most relevant position to the job applied for. It's common for individuals with longer or more varied careers to only give the basic details for all other positions held.



ACTIVE WORDS

These are your power words! They are **high impact** words that work best at the start of a sentence and usually end with "ed" such as managed, delivered or developed. **Be careful** not to overdo them though, you want to impress not overpower your potential new boss!



STICK TO THE TRUTH

Of course you want to upsell your skills, qualifications and experience but always stick to the facts and what you can **confidently verify** and **demonstrate** when asked at interview.



PRESENTATION

Your CV is your only chance to make a first impression so it's important to use good grammar, spelling and punctuation. Use tools like **spell check** or **Grammarly** and ask a trusted friend to read it and point out any concerns or mistakes.



PERSONAL INTERESTS

This is a good opportunity to outline what your **interests and hobbies** are and if they relate to the role, even better, but otherwise it gives an insight into you and how you might be a cultural fit for the team/company.

For example, if you enjoy playing football in your spare time, this could demonstrate your ability to work as part of team. This can also form a great basis for **discussion** at the interview stage.

Just remember to keep your listed hobbies **appropriate**. If you're into extreme sports or other activities that put you at a high-risk of injury, it might best not to include them. You don't want your prospective employer worrying that you might be out of work long-term if you have an injury!

Also, don't add too many hobbies - it will take up **valuable space** on your CV.

We hope this guide helps and empowers you to confidently put together a high quality CV to showcase your talent! Check out our CV template on the next page to get a good idea your CV should look like!

FIRST NAME
LAST NAME

Address | Phone | Email

Personal Statement

Write a few lines to outline your interest in the role and why you'd be a good fit. Don't write too much, save that for a cover letter and tailor this where appropriate.

Key Skills

List your key core skills and examples of where and how you have used these to benefit a project, team event, previous employer, club etc. Example: Leadership – Being responsible for a team in two of my past jobs who were given specific weekly targets. By giving certain team members roles and enabling them to reach their full potential we could achieve that target successfully.

Education and Qualifications

Degree, A Level's, College qualifications, GCSE's, Other (e.g. Driving Licence)

Work Experience (Include all your work history, if there are gaps, explain why)

Manager | 24-7 Staffing | January 2018 – Present (Example)

This is the place for a brief summary or list of your key responsibilities and accomplishments.

Travelling | January 2017 – 2018

Job Title | Company Name | Dates of Employment

This is the place for a brief summary or list of your key responsibilities and accomplishments.

Personal Interests

This is an opportunity to outline what your interests and hobbies are and if they relate to the role, even better but otherwise it gives an insight into you and how you might fit with the team/company.

References are available on request. (Don't feel like you must list your referees straight away)



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more information**

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