**Contact details**

You may be surprised at the amount of people that either omit their contact details or put the wrong details on their CV. Make sure they are clear, make sure they are right and make sure they are professional – especially when it comes to email addresses.

**Work History**

Make sure your most recent positions (listed at the start of the CV) have more information than older positions. What you did many years ago usually has little relevance to the current opportunity you are applying for. The simple rule is: more information for recent roles we advise the last 5 years, less for older ones.

**Education**

There is a school of argument for and against education details, especially at senior level, we believe relevant educational achievements and qualifications are appropriate, especially if they show a commitment to your chosen field of expertise and continuous professional development.

**Achievements**

Again it may sound obvious but many CV’s simply list roles and responsibilities of previous positions. This is not enough. Make sure you detail what you achieved in your role, what difference did you make? If you can make it tangible, use data and growth percentages for instant impact. Every company likes people who save them time or money!

**Length**

Surprisingly, even at the senior interim level, we still see CV’s that can be eight pages long! With the best will in the world, pages 3-8 will rarely be read. Your ability to be concise is important in written word, as it is in speech. Verbose individuals are rarely impressive, and this includes your CV. Our research shows companies want to see no more than 2 pages.

**Generic Statements**

Your CV needs to differentiate you, not blend in. Avoid statements such as “highly motivated”, “team player” and “personable” they are a given and not required. It is much better to use the valuable limited line space to highlighting hard skills, responsibilities and achievements.

**Format**

It should go without saying, but there is still evidence of candidates using unnecessary fonts, tables, colours and formats. Additionally, using a Microsoft Word document is always best. PDF’s can be corrupted easily, and even if not, free PDF to Word converters no longer make your CV ‘unchangeable’. Use a Word format always.

**Personal Information**

Such as nicknames, personal views, jokes and even referees are not required. The CV is a factual document relaying information about your career, skills and achievements. Anything else is small talk which can be done after you have gained the interview – and even the job!

**Photo**

99.99% of jobs don’t require a photograph on the application, as such a CV doesn’t need your picture. [**Your LinkedIn profile**](http://www.aliumpartners.com/blog/your-cv-2016-2017-getting-it-right/aliumpartners.com/%20linkedin) (which should have a photo) will be looked at along with any other social media you have, make sure your online presence is work appropriate. However, your CV should remain as a pure business document.

Should you require any help please get in touch, we are happy to help!