

HOW TO SPICE UP YOUR CV

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Looking for a job? Or, thinking about looking for one? This is certainly a good time to work on your curriculum vitae', or

So, what does a strong CV look like?

What should it say?

What should it not say?

These may be some of the thoughts on your mind.

A CV is a written description of ourselves to an audience, to establish our eligibility for a targeted role. Let's dig deeper into some of the key elements of this document.

1. Written description

For most conventional roles, candidates are expected to provide information about their education, work experience (if applicable), and extracurricular involvements. This can be documented as text, using paragraphs or bullet points, or as graphs.

Some of the key aspects that one should keep in mind while focusing on the written description, are:

➤ Language

Keep it simple and professional, unless you are applying for a role that seeks creativity. The objective should not be to test the word power of the audience, but to put across your points in a language that the reader can understand easily and accurately.

➤ Crispness

Written text that is presented well and stays to the point is well appreciated. In a digital world where emails are making way for messages, its best to assume that the audience may not have a liking for long-winding sentences. Crispness

indicates clarity of thought and control over language. Both these, are desirable qualities for most roles in corporates.

➤ **Grammar and syntax**

Grammatically incorrect sentences, spelling mistakes, and incorrect syntax stand out like a sore thumb. We urge our candidates to not rely entirely on technology in this matter. Read the CV, re-read the CV, and do it once more. And follow up every such review with a technology-aided check of the document.

➤ **Readability**

This is about presentation. Most people read text in a particular direction, left to right. Stay with that. Pictures, graphs or charts can help break the monotony, but sometimes they do break the reader's chain of thought too. Uncluttered, sequential and succinct writing helps the audience to quickly firm up their thoughts about the candidate.

2. Yourself

A CV should talk about the writer, and that's you. Before sitting down to write a CV, it would be worthwhile to spend a few minutes on the story that you would like to tell. One of the common methods is to talk to yourself about your education, your projects, your work, your accomplishments and your achievements. Be clear about the timelines. Once you have done this, jot them down as points on a piece of paper. This would help you in writing your CV more effectively. Focus on other aspects such as your education, projects, or the work that you have done. And do make sure the representation in your CV is true and accurate.

3. Audience

A completed CV typically goes through a couple of mailboxes of few other professionals, before reaching the hiring manager. These other professionals could be the corporate HR team, or team members of recruitment firms. While a business manager may focus on skill set of the candidate and the ability to gel with the team, the HR may want to focus on ability of the candidate to integrate

with the corporate culture and the overall personality of the individual. It is important to keep this in mind while writing a CV.

4. Eligibility for a targeted role

An effective CV should be drafted with the targeted role in mind and should address the requirements of such role. Candidates should consider spending time researching the requirements of the role that they intend to apply to. Speaking to friends or acquaintances who may be in similar roles, and also to seniors who manage such roles would certainly be insightful.

Trust you found this write up helpful. If you would like to share your thoughts or suggestions with us, do write to us at.

Happy CV Writing !

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