

How To Update Your CV

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Design

Most CVs will end up being lifted into a recruiter's database so please don't worry about the design. Too many Canva vibes distracts me as a recruiter and I can't get to the detail. Simple and elegant always works for me.

Why You?

Your CV is not your job description. Always start with a "About Me" section. Then under each job, write a paragraph of your main responsibilities and what the role is and then only talk about your achievements; what you changed, what your part was, how you improved things and what you were proud of. Most people have 2-3 CVs so they can use them for different roles.

Key Words

Most recruiters will upload your CV into their database and, in order to find a French speaking Receptionist (for example) will search on (French, France, EU, Bilingual) + (Reception, Admin, Front of House). You get the drift? Be explicit about what you are looking for by describing your skills in as many key words as possible, relative to the job you want.

Size Does Matter!

Everyone should be able to fit their CV onto 2 pages. The only candidates who cannot do this are usually people from scientific or technical backgrounds. Even they should have a brief version of their CV and a technical version. It is easy to fall into explaining absolutely everything, but only go into detail about the vital things. Some recruiters are lazy; they will assess you in 30 seconds by reading your "About Me" section and scanning the first page of your CV.

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