Top Tips! Creating an outstanding CV

HASSON ASSOCIATES

Tailor it!

"**Keep it punchy and to the point.** Save those niggly little details for the interview. A **clear, succinct, easy to read** CV has a **much higher chance of landing on the YES pile.**

Remember to customise your CV **for the position**. **Emphasise** your **skills and experience relevant** to the **specific job requirements.**"

- Damon Thomas

Clear & Structured

"Use a **clean organised format**, with **clear headings** for sections such as **education, work experience and skills.**

Maintain a **consistent format**, **font**, and **style** throughout your CV for a **polished and professional appearance.**"

-Nikki Drinan

Professional Summary

"Craft a **concise, compelling summary detailing research and sector experience** to **grab attention and highlight your key strengths.**

Use **dynamic verbs** to describe your **responsibilities** and **accomplishments**, conveying a sense of **achievement and proactiveness.**"

-Abi Blank

Be mindful

Some would say that a **profile picture** could leave you **open to unconscious bias.**

If you do want to include a profile picture, make sure it's a **professional head shot**. Selfies, sunglasses or pouty poses are a definite no-no!

- Catherine Vaughan

Reverse chronological order

"Present your work experience and educational accomplishments in r**everse chronological order**, starting with the most recent."

- Zoe Seed

Skills

"List **skills pertinent to the job**, including **technical skills, soft skills**, and any **certifications** or **languages** you are proficient in."

- Anna Foster

Attention to detail

"Ensure there are **no typos** or **grammatical errors**. A well proof-read CV **reflects your attention to detail and professionalism.**"

- Sinead Hasson

Remember...
We are here to help!

We are a specialist team of recruiters, focused **exclusively** on the **research data** and **insight** sector. Our methods are simple; **we invest in you**. We invest our **time and energy** into **your career at every stage**, from the **first step** to that **board-level role.**

Get in touch if you'd like help fine tuning your CV.