

How to write a CV (Resume)

Starting ideas

- Find the CV of someone in the further stages of the career which you want
- E.g. Professor, Manager, Director

Key words

- Get a list of the needed things...
- Key skills
- Core competencies
- Strengths

Fill any gaps (skill set/time/experience) on the CV by

- Going out and doing it
- Substitution with similar

Get someone to check for good

- Business nuance
- Spelling
- Layout

Example sentence

- (success story)
- (action word) (how much)
- 'Managed a team of six to complete a FTSE100 client report to budget and one month deadline.'