

# 10 QUICK TIPS BEFORE SENDING YOUR CV TO A RECRUITER



Here are 10 quick tips to consider before sending your CV to a recruitment consultancy:

**Tailor Your CV:** Customize your CV for the specific roles you're interested in. Highlight relevant skills, experiences, and keywords that match the job descriptions.

**Clear Formatting:** Keep your CV's formatting clean and easy to read. Use consistent fonts, bullet points, and headings to make it visually appealing.

**Contact Information:** Ensure your contact information is accurate and up-to-date. Include your phone number, email address, and LinkedIn profile if applicable.

**Professional Summary:** Write a concise professional summary at the beginning of your CV. Summarize your skills, experience, and career goals in a few sentences.

**Relevant Experience:** Prioritize relevant work experience over unrelated details. Focus on accomplishments, responsibilities, and skills that directly relate to the types of roles you're targeting.

**Keywords:** Incorporate industry-specific keywords in your CV. Many recruitment systems use keyword matching to shortlist candidates.

**Quantify Achievements:** Whenever possible, quantify your achievements with specific numbers or percentages. This gives recruiters a clearer understanding of your impact.

**Education and Certifications:** List your educational background, relevant degrees, and any certifications related to the job field.

**References:** While not always necessary at this stage, you can include a line that references are available upon request. This saves space and indicates your willingness to provide references if needed.

**Proofread:** Thoroughly proofread your CV for typos, grammatical errors, and inconsistencies. A well-polished CV demonstrates attention to detail and professionalism

Bonus Tips: 🌟🌟

**Research the Consultancy:** Take some time to research the recruitment consultancy you're sending your CV to. Understand the types of roles they specialize in and their company culture. This can help you tailor your CV and communication to better align with their expectations.

Account for Gaps!: If you had a 3 year career break to raise a family or travel add this in clearly on your career timeline. Try not to leave unanswered questions!

**Remember, your CV is often your first impression, so make it count by showcasing your qualifications and suitability for the roles you're interested in.**

**and finally don't forget...**

We are here for you to answer any questions or concerns you have and to provide any help...

**Good Luck!**

**The Team at Lucy Walker Recruitment**