

## Hints and tips for CVs

Job applications take time and can feel repetitive, but it is still worth making the time to tailor your cover letter to the role and charity you are applying to. Recruiting managers can tell when the candidates have studied the role responsibilities and person specification and really tried to demonstrate a synergy between themselves and what the role needs, and when the information has been copied and pasted from other applications.

To help you put your best foot forward, we have pulled together the below tips to help you create the best CV that you can.

THINK Recruitment are here to help. Get in touch for support and to join our candidate database: [recruitment@thinkcs.org](mailto:recruitment@thinkcs.org)

### General tips

#### Know who you are writing your application for

Research the charity by looking at their website, what can you find out about what matters to the organisation (check out their 'About Us' section for things like their mission, vision, values etc) that could help you tailor your CV and covering letter to really align with the organisation.

#### Use the Candidate Pack and Job Description

Ensure you pull out important elements of the role, and weave these into your CV and cover letter.

#### Google is your friend!

There are lots of useful hints and tips out there. Set time aside to really work on your CV and cover letter, it is the first impression you make, so make it count!

### A good CV

Much like a covering letter is concise (2 pages of A4 maximum) and tailored to the role.

- Always use the Job Description and Person Specification to tailor your CV and cover letter to the specific role you are applying for.
- Lead with a personal statement. The purpose of the personal statement is to give the recruiting manager an overview of what you have to offer. It sets the tone for your CV, and should instantly convey that you're the best candidate for the job. Keep it to a couple of lines about you, your skills, experience and characteristics. Keep it punchy, consider covering your motivation for applying for the role and your career goals.
- Bring out more detail across roles that have more alignment with the skills and responsibilities of the role you are applying and keep info top line and concise for roles where there isn't a strong relevance or alignment.

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## Continued

- Make sure the info beneath each role focuses on your achievements, not just your responsibilities. For example, rather than saying 'Delivered customer service' which is a responsibility, you could say 'Provided exemplary customer service by being attentive and going the extra mile. Resulting in positive feedback being provided from customers to my line manager.'
- Don't include jargon and phrases unfamiliar to people outside of your workplace – imagine you are writing for someone with no concept of your work experience, like an alien!
- Make it easy to read; font size 11 or 12, not too much on the page. Keep sentences short and use bullet points where possible.
- There's no need to include a photo on your resume. What you look like doesn't have any bearing on your ability to do the role. Plus, it takes up space you can save for detailing your achievements!
- Include extra-curricular activities where relevant to the role, especially charity work. Don't be afraid to mention any fundraising or volunteering you have undertaken, and of course include the impact!
- Be wary of relying on AI. It can be a helpful tool when starting from a blank page but always review and amend the wording so it sounds like you wrote it. Recruiting managers are becoming adept at spotting AI generated text!
- Don't forget the basics! Proof read your CV, and proof read it again! It can help to have someone with fresh eyes read it over. Beware of sending it with spelling or grammar errors that can detract the recruiting manager from the content.
- If going through a recruitment agency, check to see if they share your CV as is, or use their own template before making your CV 'look pretty'. There may be no need to do so if they convert it into a different template before sharing with the recruiting manager.



**Most importantly, don't forget to be yourself!**



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Good luck with your job search!

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