

— AJR —  
ANTONY JAMES RECRUITMENT

CV Builder

When looking for a new job, whether you are right out of university or a seasoned professional, it is essential to have a good CV. However, just having a well put together CV isn't the only thing that is important. You need to take the time to tailor your CV for the job you want. After all, you only have one chance to make a first impression.

**Do your research**

In order to tailor your CV for the job you want, it will take some research on your part. Each time you apply for a position, you should tailor your CV for each different opportunity. So, where exactly should you start? Think about what type of position you are looking for, as well as your ideal career path. If you are right out of university, you will need to look for entry level position in that area. For more experienced professionals, you might be looking for a management or senior management position.

Take some time to research different company websites. If you are a member of a relevant industry body, then you will also be able to find valuable information there as well.

**Create your base CV**

Preparing your CV is the first thing to make sure you have in place before your job search. Your CV needs to detail the most important things that will get the recruiter's attention; however, before doing that, you need to create the parts of your CV that won't change. These sections include name, address, phone number, email address, employment history including achievements, educational history and any other additional training or skills.

*Tips and tricks*

Once you have done your research and have your base CV together, then it's time to tailor your CV to land the position you want. It is important to always be honest when applying for a job. Be sure that the jobs you are applying for are ones in which you are qualified for. Here are some of the most important things to keep in mind when tailoring your CV for a specific position:

- *Use buzzwords*

Look at the job description and use different types of buzzwords. This includes terms that are included in the job description for the position you are applying for.

- *Good terms to use*

There are certain terms that get a better response than others. Some terms that hiring managers like to see include: achieved, improved, managed, created, volunteered and created, just to name a few.

- *Don't forget to spell check*

One of the most important things to do is to be sure to spell check your CV once it's finished. This is very important and is sometimes often missed. A misspelled word on your CV will not make a good impression on the hiring manager. If you take the time to tailor your CV with what the perspective employer is looking for, you will land the job of your dreams in no time.