



Konker's CV success sheet

Your guide to crafting a CV that gets noticed



Your CV is your first impression – it needs to be clear, professional, and tailored to the role you're applying for. We've put together this document to help you avoid common pitfalls and include the details that actually matter to hiring managers!

Use it alongside the [Konker CV Template](#) below to give yourself the best shot at landing interviews.

Don't forget to add your contact details!

Put your contact details clearly at the top of your CV, usually on the top right of the first page. Include location or address for clarity. This makes it easy for recruiters, hiring managers and interviewers to contact you in case they need more information.

Personal Profile

Every CV should have a personal profile at the very start of the first page highlighting your experience, what you enjoy and potentially (if you feel comfortable doing so!) your reasons for looking for a new opportunity.

Keep it concise and relevant

Be sure to only put information on your CV that hiring managers and companies will want to know about! Leave out casual work which is unrelated to your sector unless it helps fill gaps in your CV.

Set it out in reverse chronological order

Put your most recent experience at the top of the page with your oldest at the bottom - not the other way around!

Be specific about your experience

Use bullet points where possible with experience to make it easier for clients to read through. Big paragraphs take time to read and hiring managers on average read a CV for 7 seconds due to high applications.

Make sure all information is on your CV, including projects, project values, responsibilities, software, RIBA stages and involvement to name a few.

Education

For graduates, this should be at the top of your CV, just underneath your personal profile. Make sure to include all or the most important university modules, grades, course titles, projects and dissertation titles.



For experienced individuals, make sure your professional accreditations and charterships are near the top of your CV, with your education more likely to be below your experience.

Your skills

The skills sections can include numerous things such as software skills, computer skills or competencies which relate to your field and could be used within and around the business.

Achievements & publications

Your achievements & publications tend to be reserved for sections towards the bottom of your CV, near Education. List these out simply with plenty of information around dates, accreditation bodies or titles.

Hobbies & Interests

Do not neglect your hobbies and interests as this paints a really clear picture of your personality! Family focused business are interested in what you do outside of work and this may help you gain interest from business that put an emphasis on work life balance.

Length

There is no right or wrong with regards to length of CV, if you're an experienced individual, your CV is likely to be longer, for graduates, it should be kept around the 2 pages mark, but not limited to.

If all the information on your CV is relevant, you may have a slightly longer CV.

Portfolios

For sectors that require a portfolio, creative positions such as Architecture, graphic design or product design, make sure to include a range of examples in your portfolio, from a variety of environments - both university and professional experience work should be included. Be sure to highlight your work and involvement clearly in your portfolio.

[Click here to read the top 5 skills you need to add to your portfolio to stand out!](#)

Really want to stand out?

Try embracing video - put together a short video of yourself describing your experience and person to really grab attention! Recruiters and yourself can include this video in applications to set you apart from the rest!

[Click here for a step by step guide to do this!](#)



Contact Details

Location

Email Address

Phone number

Personal Profile

Work Experience

Job Position

Time Period

Company Name

Insert relevant job information

Job Position

Time Period

Company Name

Insert relevant job information

Job Position

Time Period

Company Name

Insert relevant job information



Education

Course Studied

Time Period

University

Grade

Modules Studied

Group / Individual projects

A Levels

Time Period

School

Subject and grades achieved

GCSE's

Time Period

School

Subject and grades achieved

Achievements & publications

Hobbies & Interests

Ready to start your job search?

[Click Here](#)