

## How To Write The Perfect CV



A perfect CV is immensely helpful for job seekers and composing it can be tricky. Just a few mistakes could affect your chances of getting your dream job.

If you are [looking for a new job](#) and are in the process of writing your CV, here are some tips that will help you write the perfect CV and [land your dream job](#):

### Tips For Writing The Perfect CV

**Personal Profile-** also called “personal statement”, it can be the most daunting part to write. It shouldn’t be more than six sentences and you should aim for around 200 words. If you want to appear more objective, use third person writing style. If you prefer a more personal approach, try using the first-person style. The personal profile is just the introduction part of your CV, so keep it simple and direct.

**Career Objective-** also known as “job purpose”, it describes your objective or purpose for starting a career in the company. Tell the employer how you will benefit the company and improve personal growth. One paragraph is enough to describe your career objective and make it specific.

**Education-** although experience and practical skills are usually more relevant in the workplace, employers also specify a minimum education level. This purpose of this section is to show that you have the required education. Always start with

the most recent education and emphasise on any relevant training course. Include the name of the university and the year of graduation. If your grades are above average, it's a good idea to include them.

**Experience-** this section shouldn't just include paid works, but also internship, volunteer works and any non-paid work. Show that your experience ensured the development of your relevant skill set. Employers want to know where you got the experience and whether your past works were similar or relevant to the offered position. Identify the company or employer of your past works, including the position, key responsibilities, and dates of employment. Start with the most recent work positions and always use active verbs when describing responsibilities.

**Skills-** this describes your current practical skills. Employers are more interested in skills that you have learned and actually used in your past works. Start with the most relevant practical skills and you may include a short description for each. Tell the employer that you used certain practical skills daily in your past works. Your skills must directly correlate with experience because they are inseparable. Use bullets and make sure that the hiring staff can scan it quickly.

**Personal Interests-** this is an optional section and some employers may want to know your personal interests. It's a way for them to know more about your personality. Your personal interests and activities should match or be relevant to your skills.

Stanley Staff offers a [CV writing service](#) that ensures you get noticed by prospective employers. Take the guesswork out of writing your CV with Stanley Staff today.

## **Contact Stanley Staff**

To learn more about how to write the perfect CV, [contact Stanley Staff](#) today and speak with a staffing representative who can answer any questions you might have.

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