

An Interims Guide to Writing the Perfect CV

As the saying goes you should never judge a book by its cover, but unfortunately this is just human nature! The first page of your CV is normally when a decision has been made by the Hiring Manager or Recruiter. This fast reaction emphasises the importance of having the perfect CV to ensure you are identified and progressed for the roles that suit your wants, needs and skillset best.

As an Interim you will be used to frequently updating your CV, compared to permanent candidates, however this isn't to say you won't have picked up some bad habits along the way. Therefore, it is always a good idea to refresh your CV, not just with updated information, but to make sure it represents you and your most recent work experience as best as possible, these are the roles that the individual looking at your CV will be interested in most therefore looking back at your previous roles whether it be interim or permanent and making sure you follow some of our top tips, found below will hopefully generate more interest in yourself and success in your applications.

Here at Apsiz, we have compiled a list of 10 key tips on how to improve your CV.

1. **Keep it Short** – we appreciate that for interims, your employment history is much more extensive, but try keep it to the point, with more detail on the last 5 years and providing just your key achievements for those outside of this.
2. **Back up your Achievements with Statistics** – in terms of procurement it is best to give exact examples of the value of the contracts you pushed out to market and how much money you saved your client.
3. **System Knowledge** – what eSourcing tools have you used? Knowledge of systems such as Bravo, Ariba, Oracle and any others should stand out on your CV. Not all clients use the same system so if a candidate has experience in the systems they use it is more beneficial.
4. **Security Clearances** – highlight this on your CV, whether it be a Basic Disclosure Scotland, Security Clearance etc., with lots of clients highlighting this as a requirement, it will make you stand out to recruiters.
5. **Be Precise** – avoid generic phrases, where there is no evidence to back them up. If you managed a team, how many people reported to you? This type of information is useful for the decision makers. Avoid overusing words and mix things up.
6. **Formatting** – make sure your CV is consistent with the font, layout and use spell check! Look at your CV and think if you were the Hiring Manager what would your view be? Mismatch in fonts, format and spelling mistakes show a lack of care for your CV. Your CV is your way of selling yourself to the client before any potential interview.
7. **Role Information** – for each role you mention on your CV you should always include your job title (advise if it was interim or not), client engaged and your start date and end date (including month and year for each).
8. **Qualifications / Experiences** – if you are a member of a professional body, passed an exam or completed training that is relevant to your profession cover this on your CV. If this is a requirement but isn't something covered on your CV, then who is meant to know?
9. **Location** – If you are happy to relocate/travel for a contract, write this on your CV rather than just having it as an option on a profile of a job site, this will ensure that recruiters will approach you regarding more opportunities.
10. **Key Achievements** – highlighting what you feel are your key achievements will give your CV more background and character. If you've saved your client £Billions, then don't drown this out elsewhere. Include a summary of your key achievements and make the Hiring Manager want to see what else you've achieved.

For any advice in how to structure your CV, please contact careers@apsiz.co.uk.