Not many enjoy writing their CV, but with a little work, this document can be very important. Never lose sight of the fact that ultimately your CV only has one function: to get you an interview. It should give a good overview of your capabilities and history, but the aim is to leave an employer wanting to find out more.

You may only have a 30 second window in which to hook an employer, so make it immediately interesting, but relevant and concise.

Frame your achievements. Adding accomplishments to your work history gives the employer a real world example of how you have made a difference.

Examples include:

- Have you ever had to deliver to a tight deadline?
- Have you ever made a significant positive contribution to a project or something outside of your arena; anything that shows that you've stepped up and delivered when something needed doing?
- Have you ever improved or updated policies inefficient business processes?
- Ever received feedback from other teams or managers recognising your contributions?
- Ever been officially recognised for your contributions?

Start with a profile. Circa 5 sentences saying what you are, what you do, your key experience to date, and what you can offer an employer in broad terms.

Technical skills. If you're going for a Cyber Security job, you may well have technical skills. It's standard to split out your technical skills by the following:

- Software
- Platforms
- Packages
- Programming languages

For each skill, state your proficiency (e.g. basic, intermediate, expert). Bullet points are often a winner here as you can list off technologies/languages etc quickly and concisely.

If you are applying for a technical role, it is key that you constantly update your CV to reflect any new technologies or software that you have used, as often, even limited exposure to certain technologies will give you a huge edge in securing a role.

Presentation. Here are the key things to bear in mind as you lay out your CV.

Length. No need to write Shakespeare's works, keep it concise. No matter how experienced you are, you should effectively be able to sum up your career over two to three pages.

Design and layout. Don't use an interesting fonts or colours, you want this to be read for the content. Generally, it's always best to stick to text rather than adding pictures.

The arrangement of your CV depends on your situation. So, if you're a graduate, you'll want to list your academic achievements first. But if you've got 15 years of experience, you should list out your career history and achievements first, coming to your academic record later (if at all).

Arrange your employment history in date order, beginning with the most recent. You might feel that the earlier jobs don't need the same level of detail as your more recent jobs. This is especially true if you started your career in a different sector like working in a restaurant.

Spelling! Check your spelling. Then check again. Then get someone else to check. Typos really annoy employers that will translate a punctuation error into a perception of an individual with a lack of detail. Double-check your language settings too. You don't want to find out you've written your CV in American-English after you've sent it out.

OTHER USEFUL TIPS:
Don't tell fibs. It's not worth it, most employers have external reference and fact checking companies that will discover if your content is embellished. If you are applying to an area that is sensitive in nature, then the clearance checks will uncover anything that is not consistent.

LinkedIn. Most candidates have a LinkedIn account, this can be useful to form the framework of your CV as it has most of the relevant information in it. Do make sure that key information such as employment history and qualifications matches your CV. An employer will often   cross reference a CV on LinkedIn to ascertain consistency.

References. Don't list your referees –there really is no need to do this until asked. Simply add "References are available on request".

Don't add unnecessary personal details on a CV. There is absolutely no need to have your National Insurance on a document that is often released into the public domain (Jobsites). Generally, we advise candidates (especially those in the Cyber and Security cleared market) to only add basic details – Name, phone number, email address, Area of residence (i.e. North London). There will be times when a client may request these details to add to their system, but it's important to remember that a CV has a lot of sensitive information on it.

Don't start every sentence in the first person, i.e. I, me and my.

Avoid clichés. It's Ok to mention team player, communication skills etc if there is context behind it, however dropping it into your CV constantly can have a negative effect.

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