

Tips on Writing a Good CV

Firstly don't panic ... we will assist you in writing your CV. We have 20 years experience of writing CV's to make the most of your experience & qualifications ... and it's what we do best!

If you're putting together the notes or first format of a CV before sending to us to be polished, here are some tips:

Gather all the relevant information to include on your CV

- Personal Details
- Up-to-date contact details
- Chronological list of qualifications
- Details of your previous roles & achievements
List under your roles a minimum of 3 notable achievements - eg: *successful CQC report, promoted while in post, completed charity event with my team*

All the above information will provide us with the structure for your CV.

Writing your CV

The goal now is to write an eye catching CV that's going to make the most of your knowledge & experience.

This is how we'll use your CV to sell you as efficiently as possible to employers:

- Keep your CV to a maximum of 3 pages in length
- Provide small, digestible pieces of information to ensure your CV is read
- Ensure your CV is well structured and neatly laid out
- Tailor your CV to the position you are going for ... "craft the arrow to hit the target of you getting that position"
- Ensure everything you include is truthful and can be verified
- Write it in a professional and concise style



Now, let us help you with finding your next position.

Call us: **01761 479427** or email your details & CV to: info@priorhr.co.uk

Together we can produce a first class CV to get you the position you are looking for.

Get More from the Experts who Care.

“At Prior HR we're unique in having worked as both recruiters and professional nurses & social care managers. We use this knowledge, along with our recruitment expertise, to find you the best career opportunities.

JONATHAN WRIGHT - Owner Prior HR



Prior HR is proud to be a family run Search & Selection company that network throughout the Health & Social Care sector to find the most suitable applicants for your vacancies.



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Prior HR's CV writing service is a free service available to all our candidates.

To find out more about this and other candidate services we offer - call us:

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