How to write the perfect CV?

* Try this: 4 topics, 7(± 1 or 2) bullet points each, facts and figures in key achievements;
* Plain formatting, capitalise 4 topics only: fill the A4 page (normal CV on the back if you want)
* To do this justice takes quite a bit of work because you have to start from scratch and write it all new, and not just add the last job to your normal CV and bash it out.

RELEVENT EXPERIENCE is written unique for each job application.

* This approach has secured interviews that probably would not have been available to me.
* Sell your skills first so they have to interview this person, don't mention age, name, sex, nationality, religion (or any other excuse to bin it, there are rules, but the reality is.....)
* Put the reasons they might choose to bin it, on page 2, after they have decided you need to be interviewed, it might even expose their own prejudices to the reader (a normal 1 page CV)
* PROFILE:
* what makes you tick, what education and career path have you taken so far,
* maximum seven bullet points (you have the full width of the page, use it)
* If you are young and do not have 7 bullet points, don’t worry use a larger font and justify the page to fit top to bottom and justified paragraph spacing to fill the page.
* KEY ACHIEVEMENTS:
* What have you done, which projects, which roles and responsibilities, what achievements, facts and figures if you can
* Maximum seven Bullet points, (you have the full width of the page, use it)
* PROJECT ROLES

What activities have you carried out in your roles,

Maximum seven Bullet points, (you have the full width of the page, use it)

RELEVANT EXPERIENCE

Relevant to the job advert, why are your the right person for the job

Maximus seven Bullet points, (you have the full width of the page, use it)

  1. A4 only, fill the page top to bottom

Put your normal 1 page CV on the back, fold it so the above is the first thing they see.

* [****](http://www.linkedin.com/groups?viewMemberFeed=&gid=67451&memberID=28063406)  [BrianSpecMan Murphy](http://www.linkedin.com/groups?viewMemberFeed=&gid=67451&memberID=28063406)  NGS National Green Specification: Re-educating Construction Industry on Environmental Materials & Methods
* My example is here: [http://www.greenspecdownload.co.uk/index.php?cID=916](http://www.linkedin.com/redirect?url=http%3A%2F%2Fwww%2Egreenspecdownload%2Eco%2Euk%2Findex%2Ephp%3FcID%3D916&urlhash=sqWL&_t=tracking_disc)