



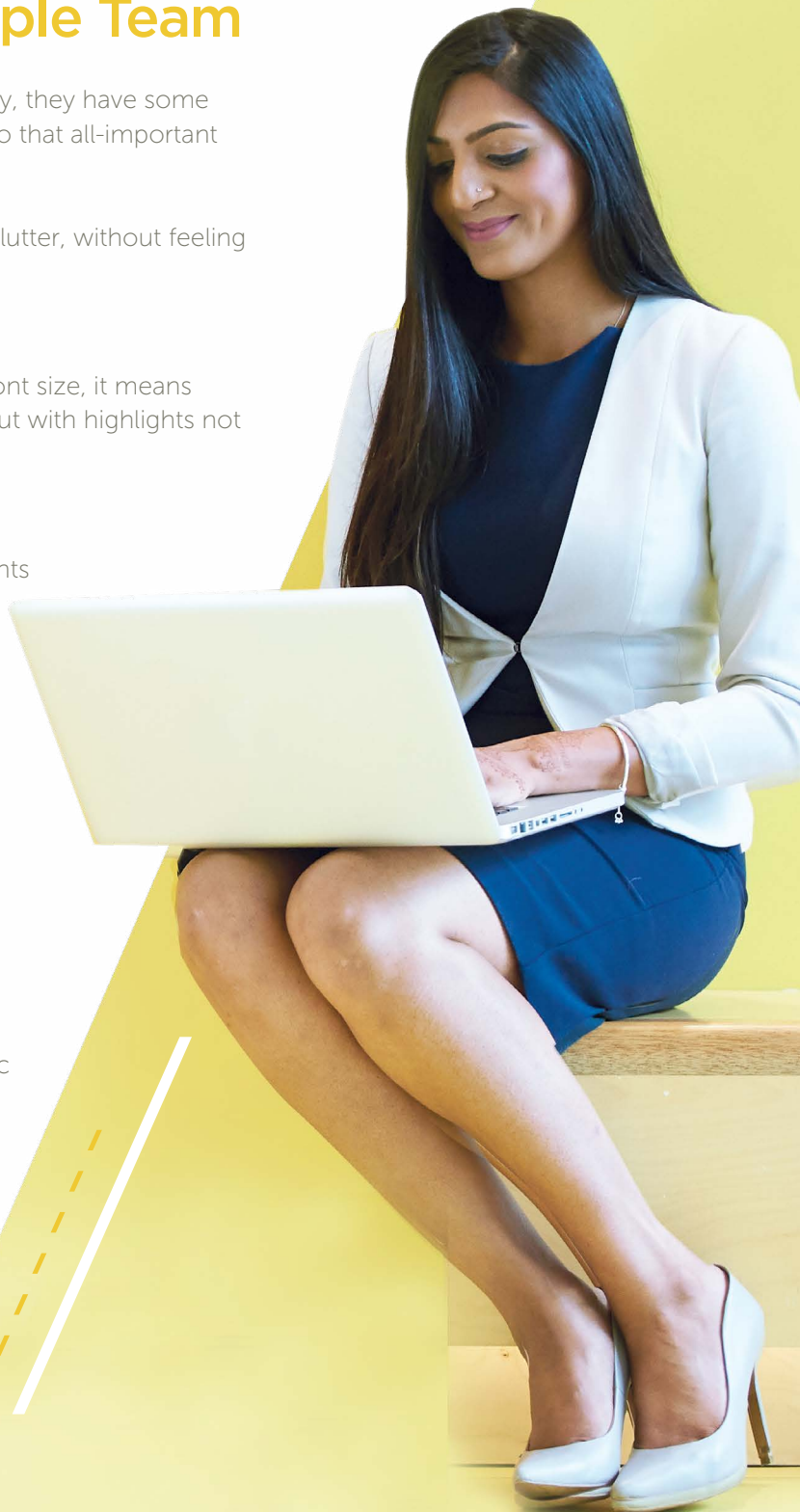
How to write a great CV

Your CV is your shop window, the first document your prospective employer will see and read about you. It's important to make the right impact and stand out from the crowd for the right reasons.

Some tips from our People Team

Our People Team receive and read lots of CVs every day, they have some helpful suggestions for creating one to get you closer to that all-important interview.

- **Presentation isn't everything – but it helps**
Your CV should be easy to read, clean without any clutter, without feeling too cramped – and absolutely no clip art (ever)!
- **Two pages maximum**
Enough said – and this doesn't mean reducing the font size, it means being succinct, keeping the important information but with highlights not the detail.
- **Make it relevant**
We are looking for someone who fits the requirements of the job description. This might mean tweaking your CV and changing terminology, writing more about one role or responsibility than another.
- **Show results**
What have you achieved, or impact have you had in your previous roles? If you are applying for an apprenticeship or graduate programme this still applies for any part time roles, casual or voluntary work, hobbies and clubs or teams you are part of.
- **It's not all about you!**
There's nothing worse for us than receiving a generic CV. Ensure at least a top paragraph or supporting cover letter includes reference to M247. Tell us why you were attracted to our company, that particular role and why you would be a great fit.



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