

THE PIE TEAM'S TIPS FOR WRITING YOUR CV



"A short description of what your company does under the title – so much time is spent looking up company names to see what they do only to discover it's the wrong sector!"

"Make sure it's up to date – address, mobile, email. You genuinely would not BELIEVE how often these details are omitted."



"Give tangible key achievements – % of growth, achieved % of target, £ business won, improved efficiency by %. Be proud of your figures!"

"Company name, job title and dates they worked there – with months included. You would be surprised how many don't do this!"



"Include your location - and ideally more detail around a location – like "can relocate" (if applicable). Some idea of your hybrid work expectations is good too."

"What systems are you using in your roles? For CRM or lead generation or reporting or analytics. That detail can be crucial in sales/marketing roles."



"Keep it brief – you don't need the ins and outs of every single job you've done going back 20 years – detailed for last 5 years is great then a shorter list before that."

"Be detailed with your accounts / customers – who are they (can be really important for searching), how many do you have, size of accounts?"



"On the layout show a handful of responsibilities and then 3/4 achievements for each role. Try and steer clear of writing down the more mundane everyday tasks."

"There's so many arguments around how long a CV should be. I'd suggest the optimum length is 2-3 pages. If you've not been in employment for long, 1 page is fine too!"



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