



The purpose of a CV is to get you an interview. Not a job. The distinction is important and worth bearing in mind.

Get started

The current job market is constantly changing and very competitive. Preparing your CV is a task you should take as seriously as looking for vacancies. So whilst your CV will not get you a job it can open the door to an interview



Write your CV in a CLEAR format

1 Customised

Tailor your CV to each role you apply for. Don't be tempted to send the same one to every employer.

2 Laid out well

Present your CV in an uncluttered format. Use bullet points and keep sentences short. Choose a common business font such as Ariel, Times New Roman or Verdana.

3 Error free

Check your CV for spelling mistakes and grammatical errors. They reflect poorly on you and employers DO notice. You should also pay attention to dates, company names and qualifications.



4 Achievement based

Don't be tempted to exaggerate educational achievements or embellish on what types of jobs you have done. Employers do background checks and check references. Your CV needs to reflect the facts that are important to the position you are applying for - research the role and emphasise your relevant skills. Be specific about particular things you have done. List your most recent and most senior responsibilities.



5 Recent

A CV needs updating every time you change jobs, gain a new qualification or if it has been a while since you applied for a vacancy. Make sure every version you send out of your CV is completely up-to-date – employers will quickly spot 'old versions' where you may have highlighted your proficiency in a skill which is very out of date.

Covering your work experience

Transferable Skills

During your military career you will have picked up a wide range of skills that are very transferable to the civilian market. You want your CV to demonstrate that those skills make for a smooth transition into civilian job. Think of examples that show qualities such as leadership, team work, organisation, adaptability, problem solving and good communication.

Avoid jargon

Many employers are not familiar with military terms or job titles. A big consideration is how to translate previous job titles and responsibilities. You need to avoid military jargon and language and show how your training and experience gained in the military is relevant to the vacancy you are applying for. It is a good idea to show your CV to a 'civilian' to see if they understand it.

Customise CV

It is very common for job seekers to have several versions of a CV – each contains the same factual information, but it will highlight different skills and experiences, according to what an employer is looking for. Look at the organisation's website. Is language formal or informal? Can you reflect that in your CV to show 'fit'?

Check list



- Check your CV for spelling and grammar
- Include a personal statement or career summary
- Match your highlighted skills and experience to those required of the company
- Avoid military jargon which may not be understood in the civilian market

Extra Insights



Read the full HR Posting

It's worth reading a company's jobs and career section if one is available, it will give you an insight into the organisation. Make sure you have read the full job description and person specification to match your CV accordingly.



Send your CV as a Word document or PDF

If you are responding to an advertisement which asks you to submit your CV as an attachment, send it as a PDF or a Word document. Save the file with your name e.g. joebloggsCV.doc. That way the hiring manager can readily identify who it belongs to.



Custom cover letter and personal statement

This gives you the opportunity to show how your experience relates to the vacancy you are applying for. The statement is often the part employers look at first and should explain why you are the best person for the job. This should also be reflected in your cover letter.



For further CV writing information, see the CTP's CV Writing Resettlement Guide on www.ctp.org.uk