

Simple CV advice



Name
Email and Phone Number
Address (town only is fine)
Linkedin (if you use it)
Driving license and/or applicable professional qualifications

Personal Profile

This is the bit about you as a person.

Write a few short paragraphs explaining:

- What type of role you're looking for
- Your strengths and skills
- What you've achieved
- Where you want to go next

Keep it honest and clear.

Key Skills

Keep this short and easy to scan:

- Picking/packing, warehouse ops, stock control
- Customer service, admin, phones/email
- Excel, Sage, CRM/WMS systems
- FLT licence, First Aid, CSCS, driving licence
- Reliable, organised, team player

Only include what actually matters for the jobs you want.

Employment History

Start with your most recent job first.

For each role include:

- Company name
 - Job title
 - Dates
 - Bullet points explaining what you actually did - the most recent few roles have more detail in
- Focus on achievements and responsibilities – not long paragraphs.

Employment Gaps

If you've had time out, just explain it briefly.

Study, caring responsibilities, travel or job searching are all fine.

Honesty is always better than leaving gaps unexplained.



Education

Include:

- Qualification
- School/college/university
- Year completed

List most recent first.

If you have limited work experience, place Education before Employment History.

Hobbies & Interests

This is where people often show who they really are.

It doesn't have to be anything fancy — but it can help employers see a bit more of your personality.

Things like:

- Sports
- Volunteering
- Coaching
- Helping at events
- Side projects
- Anything that shows commitment or responsibility
- I also like to add a bit of fun here – e.g. “Definitely not cooking!” (taken from my own cv!)

These small details often say more about you than you think.

Skills get you considered.

Personality often gets you hired.

Keep it honest and keep it brief.

Need more advice?

 **01494 328577**

 [**www.jrrecruitment.uk**](http://www.jrrecruitment.uk)

You'll also find more practical tips and guides on our LinkedIn page and on the blog:

 [**jrrecruitment.uk/blog**](http://jrrecruitment.uk/blog)

Simple, straightforward help — whenever you need it.