

Creating a CV That Will Last

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These are the main points to writing the curriculum vitae that will last you for several years. The only thing you should need to do is to add new jobs and skills as you progress on your career path.

1. **Focus on the basics** – This means that you should keep it simple. Don't worry about trying to encapsulate every single piece of information about your past. Focus on the highlights, especially measurable accomplishments that show how you will bring value to a new organization.
2. **Stay away from lengthy descriptions** – Being overly verbose on a CV can cause your document to wind up in the trash. Human Resources and Hiring Managers personnel are busier than ever these days with company budget cuts. This means that one person is often doing the job of two or three. Make it easy for them to quickly assimilate what you want them to know. Succinctness is better than excess detail when it comes to the CV.
3. **Know when to wrap it up** – This goes directly to point two. Besides trying to keep the information to a minimum of strictly relevant data, you need to understand how to draw the CV to a conclusion. Often, people want to go on and on about hobbies and interests. To some extent this is fine, but you really don't need to tell the reader that you like to fish unless you are applying to a fishing company.
4. **Go back at least 10-15 years, but no further** – Unless your job 25 years ago is somehow directly relevant to the type of job you are applying to in the present, you don't need to go back more than 10-15 years. The idea is to not give the reader an opportunity to guess your age through dates. It's enough for them to know that you are not a novice.

If you follow these basic steps, you will find that the CV you create will meet all your, and more importantly, the employer's needs. Then as you get further into your career, you will need only go back and add data as necessary.