

# HOW TO WRITE A SUCCESSFUL CV IN 2025:

WHAT RECRUITERS WANT



# ALRIGHT, SO LET'S TALK ABOUT WRITING A KILLER CV IN 2025.

And yeah, I know – just the thought of it might make you want to procrastinate forever. But your CV is the golden ticket to landing that dream job, so it's gotta be good. Scratch that – it's gotta be great.

The job market is changing, hiring managers are getting pickier, and AI is scanning your CV before a human even looks at it. Wild, right?

**BUT DON'T WORRY, I'VE GOT YOU.**

In this guide, we'll break it all down – what to include, what to ditch, and those little tweaks that can seriously boost your chances.

**NO BORING,  
OUTDATED ADVICE HERE**

just real, practical tips to make your CV stand out in all the right ways.



# START WITH A STRONG FOUNDATION:

## WHAT MAKES A CV STAND OUT?

Okay, so let's talk about CVs. You know how first impressions matter? Well, your CV is basically your first impression on paper. It's like your personal highlight reel – the thing that shows off what you've done and why you'd be a great fit for the job.

Unlike a resume, which is usually short and to the point, a CV gives a more detailed picture of your background, especially for academic, research, or international positions.

**At the very least, your CV should have:**

- **Contact Info**
- **CV Summary**
- **Core Skills**
- **Work Experience**
- **Education**

The key is making sure it's organised and easy to skim – because, let's be real, recruiters don't spend hours reading every CV they get.

If you're feeling stuck, don't stress! Just focus on what makes you stand out and structure your CV in a way that puts your strengths front and centre. Trust me, a well-organised CV can make all the difference!



# PERSONALISATION IS KEY:

## TAILORING YOUR CV FOR EACH JOB

Okay, I know this sounds like extra work, but trust me – customising your CV for each job you apply for actually makes a difference. Sending the same generic CV to 50 companies? Probably not going to get you great results. Here's how to tweak your CV:

- **Adjust Your CV Summary** – Your summary should highlight the most relevant experience for that specific job. If you're applying for a marketing role, emphasise your marketing skills, not your past experience as a barista.
- **Rework Your Skills Section** – Not every skill needs to be listed for every job. Focus on the ones that match the job description.
- **Highlight the Right Experience** – If you've done a little bit of everything, showcase the parts of your past roles that align best with what this employer is looking for.
- **Use the Right Keywords** – Every company uses slightly different language, even for similar roles. If they call it "business development" instead of "sales," adjust accordingly.



**You don't need to start from scratch every time, but small tweaks can seriously improve your chances of landing an interview.**

# MODERN DESIGN & LAYOUT:

## DOES YOUR CV LOOK THE PART?

Alright, let's be real – first impressions matter. You could have the best experience, but if your CV looks outdated or cluttered, recruiters might move on before they even read a word.

So, how do you make sure your CV looks just as impressive as your qualifications?

- **Keep It Clean & Easy to Read** – No crazy fonts, no rainbow colours, and definitely no Comic Sans. Stick to professional fonts like Arial, Calibri, or Assistant, and use a font size between 10–12pt.
- **Use Clear Headings & Sections** – Hiring managers skim—fast. Make it easy for them by using bold section headings and bullet points instead of big text blocks.
- **Make White Space Your Friend** – Cramming everything onto one page with zero breathing room? Nope. A little spacing makes your CV easier on the eyes.
- **Two Pages, Max** – If you have less than 10 years of experience, aim for a two-page CV. If you're more experienced or have contract roles, three pages are fine, but don't go overboard.
- **Consistent Formatting** – Pick a style and stick with it. If one job title is bold, all job titles should be bold. Be Consistent!

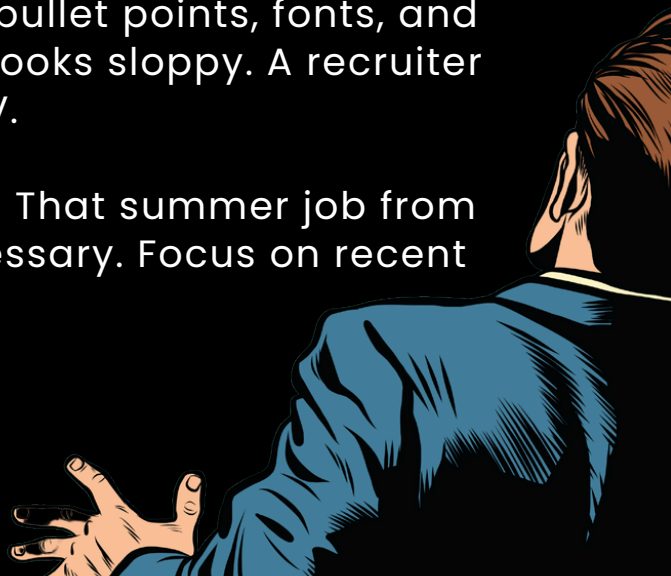


# CV MISTAKES

## THAT CAN RUIN YOUR CHANCES

Even a small mistake can send your CV straight to the rejection pile. And honestly, some of these are so easy to avoid!

- **Typos & Grammar Errors** – Sounds obvious, but you'd be surprised how many CVs have basic mistakes. A simple typo can make you look careless. (More on proofreading in the next section!)
- **Overused Buzzwords** – “Hardworking team player with excellent communication skills.” Okay... but what does that actually mean? Instead of vague phrases, show proof – how did your skills make an impact?
- **Too Much or Too Little Detail** – Listing every single job duty from a role? Too much. Saying just “Handled customer inquiries”? Too little. Find a balance – focus on achievements, not just tasks.
- **Unprofessional Email Address** – If you're still using an old email like partyanimal99@email.com, it's time for a new one. A simple first.last@email.com is perfect.
- **Inconsistent Formatting** – If your bullet points, fonts, and spacing are all over the place, it looks sloppy. A recruiter shouldn't have to decode your CV.
- **Including Irrelevant Information** – That summer job from ten years ago? Probably not necessary. Focus on recent and relevant experience.



# THE FINAL TOUCH:

## PROOFREADING & GETTING FEEDBACK

You've put in the effort, structured everything perfectly, and now you're ready to hit send. But wait – one last step.

- **Proofread (Then Proofread Again!)** – Read your CV out loud – it helps you catch awkward phrasing and tiny mistakes your eyes might skip over.
- **Use a Spell-Checker** – Grammarly or even a built-in spell-checker can catch obvious errors. But don't only rely on them – some mistakes still slip through.
- **Get a Second Opinion** – Have a friend, mentor, or even a colleague look at your CV. A fresh pair of eyes can catch things you missed.
- **Print It Out** – Looking at a printed version can help you spot errors you might not notice on a screen.

**A polished, error-free CV shows attention to detail – one of the most important traits employers look for. So take the extra time to get it just right before sending it out!**



# IS YOUR CV

2025-READY?

Alright, so there you have it – everything you need to craft a CV that actually gets noticed in 2025. It's not just about listing your experience anymore; it's about telling your story, making it easy for both AI and hiring managers to see your value, and tailoring it for each job. Yeah, it takes a little extra effort, but trust me, it's so worth it when you land that interview.

Now, don't just read this and move on. Take a few minutes, open up your CV, and start making those tweaks. Cut the fluff, add those key sections, and make sure it looks the part too. And hey, if you're not sure if it's hitting the mark, get a second opinion! A fresh pair of eyes can make all the difference.

**So, what's next? Go ahead—update that CV and put yourself out there. Your next big opportunity is waiting!**

