



# Civils Senior Talent



EFFECTIVE CV  
WRITING

# INTRODUCTION

Irrespective of your talents or tenure in the industry, a quality CV is a vital tool in your armoury for your job search. Your CV is the first thing a recruiter or prospective employer will see, so it's vital it presents you and your career in the best possible light.

## DID YOU KNOW?

It's good practice to include a cover letter with your CV unless instructed otherwise. A cover letter is a great way to personalise your application, allows you to pick out your CV highlights and provides an opportunity to expand on gaps in your CV.



## THINGS TO CONSIDER

- Start with a clear **executive summary** of your career to-date; focus on your strongest areas of capability. Also be clear on your aspirations in terms of what you're seeking from your next position.
- Ensure the content of your CV is **consistent** with your LinkedIn profile or other information available about you on the internet.
- Be **specific** about your achievements, attributing a **monetary value** as well as explaining how they've been **transformative** in your current and past roles.
- Avoid **over-used** words and phrases such as 'being a team-player' and having 'good inter-personal skills' as these are bare minimum attributes. Think of what sets you apart and makes you **unique**.



### TOP TIP

Avoid using 'CV' or 'Curriculum Vitae' as or in the header; instead use your name as the title and then include your name in the footer of every page of the document. Also include your name in the document title when saving it.

## EFFECTIVE CV WRITING

- Outline your **career history** starting with your most recent role then work backwards – this should make up the bulk of the document. If you've had numerous roles, pick out the ones which are most **relevant** to the role you're applying to.
- Briefly **describe** the company you worked for in each relevant position e.g., 'Tier 1 civil engineering contractor with revenues in excess of £1.5bn working in the highways, rail and water sectors'.
- Outline **responsibilities** under each position, showcasing how that experience will put you in good stead for the role you're applying for.

### TOP TIP

Try to use 'I' as little as possible when writing your CV. Instead opt for active verbs e.g. 'coordinated', 'demonstrated' or 'brokered' to help keep sentences concise and draw the reader's attention to the key actions you delivered.

- Highlight key **accomplishments** under each position. These should be specific and ideally mention performance against growth targets and/or capturing market share.
- Explain any **gaps** in your career history providing a brief account of why the gap was required and/or how it's made you a **better candidate**. Similarly, provide reasons for any particularly short stints of employment.
- Don't feel that your CV should be only one or two pages. We're loathe to prescribe an exact length for CVs (the real answer is it's as long as it needs to be) but four or five pages would not be unreasonable for a Commercial Director of a tier 1 civils contractor.

# CV CHECKLIST

## EXECUTIVE SUMMARY

Outline key skills/strengths and your aspirations in terms of what you want next.

## ACCOMPLISHMENTS

Highlight five or six accomplishments e.g., 'Grew turnover from £100m to £200m in 2 years'.

## EMPLOYMENT HISTORY

- Detail each position in reverse chronological order.
- Summarise the core activities of the company for each role.
- For each position detail title, responsibilities, numbers of staff supervised.
- Highlight accomplishments within each role.

## EDUCATION

- Detail your highest educational qualification, including the institution and date awarded, master's degree or degree, charterships/professional memberships.

Once you've refined your CV get in touch to discuss how we can help you explore the job market at the senior level discretely.





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## About us

We are a boutique executive search business focussing purely on the civil engineering market.

We specialise in finding the top tier of talent for civil engineering contractors and related specialist businesses. We deliver top talent for executive/senior and middle management positions as well as niche or 'difficult-to-fill' roles.

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