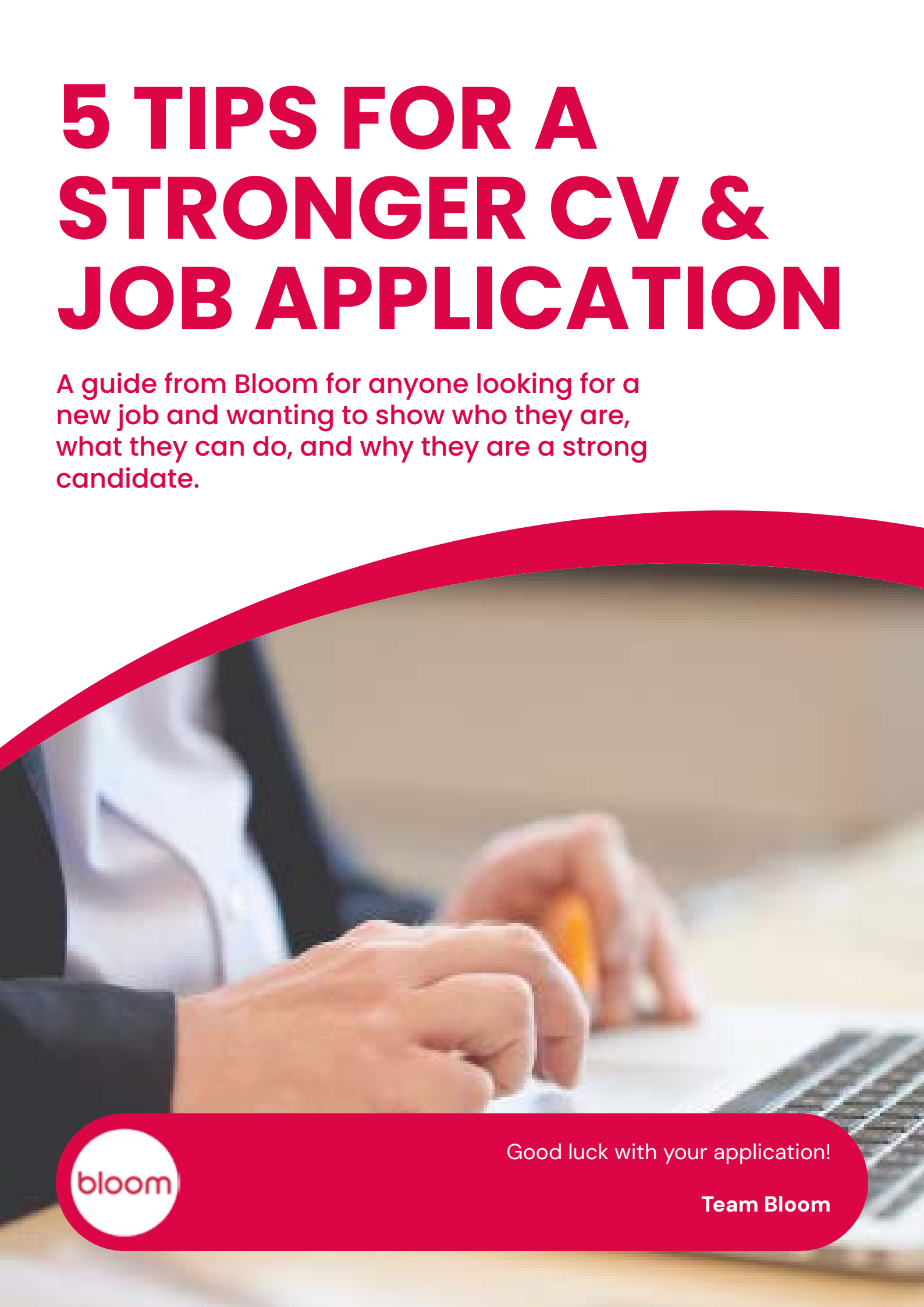


5 TIPS FOR A STRONGER CV & JOB APPLICATION

A guide from Bloom for anyone looking for a new job and wanting to show who they are, what they can do, and why they are a strong candidate.



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Good luck with your application!

Team Bloom



CREATE A CLEAR STRUCTURE

Your CV should be easy to scan. Use clear headings, enough space between sections, and a consistent layout so the reader can quickly find the information they need. Make sure your name, email address, phone number, and address or city of residence are clearly visible at the top.

Consider starting with a short professional summary that gives the reader a quick introduction to your profile. You can mention your education, how many years of relevant experience you have, the areas in which you are strongest, and what you are looking for in your next role.

Keep your summary specific and rele-

vant. Instead of simply describing yourself as “motivated and adaptable,” explain the types of tasks you have worked on and what you would like to do more of. This gives the reader a clearer sense of who you are as a candidate.

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GIVE YOUR CV THE SPACE IT DESERVES



We often see candidates trying to squeeze their entire CV onto one page. This can make the text too brief, leave out valuable examples, or result in a font size and line spacing that make the application difficult to read.

Your CV can be longer than one page if the extra space helps the reader understand why you are a good fit for the role. Use it to explain your most relevant experience and motivation. At the same time, make the document easy to navigate

with short paragraphs and enough space around the text.

Length is not a goal in itself. Once you have finished writing, ask yourself whether each paragraph helps the reader understand what you could contribute. If it does, it deserves its place. If it simply repeats something that is already clear from your CV, you can probably remove it.

SHOW WHAT YOU HAVE ACHIEVED

It is easy to say that you have worked on similar tasks, collaborate well with others, or deliver results. On their own, however, these statements tell the reader very little. Make them stronger by showing what you actually did and what came of it.

Have you increased sales, improved a process, or completed a challenging project? Briefly describe the situation, your own contribution, and the outcome. If you have relevant figures, use them to make your impact clear. For example, “I helped reduce response times from five days to two” says more than “I have experience improving processes.”

You do not need a number for every achievement. A specific example of a problem you solved or an improvement you made can be just as valuable. What matters is that the reader can see how you have used your skills in practice and imagine how you might use them in the new role.

OR



MAKE YOUR WORK EXPERIENCE EASY TO ASSESS ON YOUR CV

List your roles in reverse chronological order, starting with the most recent. Include the month and year for each position, and make your job title and the company name easy to spot. If the company is not widely known, add a brief line explaining what it does and its approximate size. This helps the reader understand the context in which you worked.

Use short bullet points beneath each role. Include both your main responsibilities and the results you helped achieve. Put the points most relevant to the job you are applying for first. This is usually more useful than listing every task in the order

you happen to remember it.

If you are applying for a specialist role, mention the technologies, systems, or methods you used. Where possible, connect them to specific tasks so the reader can see how you applied them in practice.

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Your recent roles will usually give the clearest picture of what you can do today. They can therefore take up more space on your CV than positions from the beginning of your career. Describe your current responsibilities and results in enough detail to show your level of expertise.

Older roles can often be covered more briefly with a job title, company name, and dates. You do not have to give every position the same amount of space simply because each one has been part of your career.

There is one important exception: if an older role is especially relevant to the job you are applying for now, give it more attention. For example, if you want to return to an area you worked in several years ago, that experience may be more useful to highlight than your most recent position. Let relevance to the role determine how much space each job receives.

**GIVE THE MOST
RELEVANT EX-
PERIENCE THE
MOST SPACE**

05