



RICHMOND
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CV Guide & Template

*Your step-by-step resource to
creating a CV that stands out.*

www.richmond-capital.co.uk

CV Guide & Template

At Richmond Capital, we understand how fierce the job market is. Your CV is your first opportunity to make a powerful first impression, and the way you present your experience can determine your future.

This guide provides:

- A proven **CV template for you to use** right away. (You can download the template [here](#))
- Clear **do's and don'ts** to follow.
- A practical **checklist** to help you polish your CV before sending.

We've designed this resource to help you take control of your career and showcase your value with clarity & confidence.

Why Your CV Matters

Your CV isn't just a document. It's a marketing tool that tells employers why they should choose you over other candidates. On average, a CV is scanned for as little as 6–30 seconds so it is vital you put your best foot forward.

This means:

- Clarity matters: If it's hard to read, it won't be read.
- Results matter: Employers want to see measurable impact, not just duties.
- Relevance matters: A CV that's tailored to the role will always stand out over a generic one.

Think of your CV as your personal pitch. It should answer:

- What problems do I solve?
- What value have I created in past roles?
- Why am I the right fit for this opportunity? Do I have the experience, skills and requirements they are looking for?

Common CV mistakes we see as recruiters:

- Overloading the CV with every job detail instead of highlighting what's relevant, or regaling your job description and not stating your achievements
- Using vague statements like “excellent leadership skills” without examples.
- Forgetting to show career progression, making the CV look flat.



Richmond Capital Tip: Always update your CV for each role you apply to. This doesn't mean rewriting everything, but adjusting your personal statement and selecting the most relevant achievements.

✓ Do's

- **Be specific:** Employers want results, facts and figures, not just responsibilities.
- **Use numbers:** Percentages, revenue growth, budgets, and team size all give credibility.
- **Keep formatting clean:** One professional font, aligned bullet points, and consistent spacing.
- **Adapt your CV:** Highlight the achievements that are most relevant to the role you're applying for.
- **Include months and years:** This shows career continuity and avoids confusion.
- **Explain gaps:** If there are career breaks, add a short explanation (e.g., parental leave, study, relocation).
- **Add a personal profile:** A short, tailored summary at the top of your CV sets the tone.
- **Add project details (if delivery-focused):** If you're in a role where you deliver projects, include scope, size, timelines, and results.
- **Show progression:** Add clear job titles for each role to demonstrate career growth.
- **Use the right contact details:** A professional email address and a working phone number are essential.
- **Spellcheck:** Typos leave a poor impression — always run a final check.
- **Limit your CV to 2–3 pages:** Enough to showcase your career without overwhelming the reader.

✗ Dont's

- **Don't use "I"** — keep it professional and factual.
- **Don't use vague terms like "significant achievements"** — instead, show how they were significant.
- **Don't include unnecessary details** like date of birth, marital status, or a photo (unless required in your market).
- **Don't hide gaps** — silence raises red flags, even for short breaks.
- **Don't leave out job titles** — they show career trajectory.
- **Don't cram everything in** — white space improves readability.
- **Don't rely on spellcheck alone** — proofread carefully or ask someone else to review it.



Richmond Capital Tip: Think of your CV as an interview ticket. Its job isn't to tell your whole story — it's to spark enough interest for employers to want to meet you.

CV Checklist

Use this checklist to finalise your CV before sending it out:

- ☐ Contact information is correct and professional.
- ☐ Personal statement clearly explains who I am and what I bring.
- ☐ All roles are listed in reverse chronological order.
- ☐ Each role has clear, measurable achievements.
- ☐ Bullet points start with strong action verbs.
- ☐ Achievements are quantified with numbers where possible.
- ☐ Education and certifications are clearly listed.
- ☐ CV length is no more than 2–3 pages.
- ☐ Layout is consistent, clean, and easy to read.
- ☐ No spelling or grammar errors.
- ☐ LinkedIn profile is updated to match the CV.



Richmond Capital Tip: Print your CV out. If it looks crowded or hard to skim on paper, it'll be harder for recruiters too.

A strong, well-structured CV shows employers not only what you've done, but also the value you can bring to their organisation.

At Richmond Capital, we help ambitious professionals position themselves for success. Whether you're applying for your next big opportunity or preparing for a career change, we're here to support your journey.

Ready for your next step?

Visit Our Website



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