12 Words Employers Like in a CV

THE POWER OF WORDS

When it comes to crafting the ideal CV, under-prepared candidates can feel like they're staring into the abyss.

And whilst there is no magic trick or special secret to CV writing, as recruiters that read thousands of CV's we can give you advice using the feedback we get from hirers. A recent survey by StandoutCV polled 150 employers in order to glean what they wanted out of a candidate's CV.

And it seems that the general line is to keep it succinct. 92% of those asked claimed that they wanted someone who could take responsibility whilst 65% opted for a negotiator – City AM reports.

The publication went on to list 12 verbs that employers would love candidates to include on their CV.

Here are those words:

1. **Managed – shows control (managed a project/time)**
2. **Delivered – shows determination/tenacity**
3. **Improved – shows value/business acumen**
4. **Reduced – shows resourcefulness (cost/time/waste)**
5. **Planned – shows forethought**
6. **Supported – shows reliance**
7. **Influenced – shows persuasive qualities**
8. **Resolved – shows you can face and control issues**
9. **Presented – shows you can speak publically**
10. **Analysed – shows you can understand data**
11. **Developed – shows drive**
12. **Negotiated – shows multi-layered skill set**

And whilst the CV is just the start of the recruitment journey, it is your opportunity to tell hirers about your career, it needs to grab the attention of the reader and keep them reading. It needs to be honest, factual and

credible without being boring. It should give the recruitment consultant and the hiring manager something to talk to you about, it must be able to stand up to scrutiny by the hiring manager, "always exceeds target" can easily be checked against your P45/P60.

As I have mentioned in previous articles, start your CV with a personal statement and use this opening paragraph to describe yourself in ways that demonstrate that you are worth calling in regards to the position you have applied for.