



CV Dos & Don'ts - Key Takeaways

A practical summary from Wendie Edwards (nee Wilson), Founder & CEO - Recruit784

Your CV has one job: help the reader quickly understand your experience, skills and value.

1. Keep It Clear and Professional

Make the page easy to scan. An employer should quickly see your experience, skills and the value you can bring.

2. Tailor Your CV to the Job

Avoid sending the exact same CV everywhere. Bring forward the experience and skills that matter most for the specific role.

3. Show Value, Not Just Duties

Go beyond a list of responsibilities. Show how you contributed, supported, improved, coordinated or achieved results.

4. Use Strong Professional Language

Use action words such as Managed, Coordinated, Supported, Maintained, Organised, Processed, Resolved, Delivered, Prepared and Improved.

5. Remove What Does Not Add Value

Avoid unnecessary personal information, excessive decoration, long paragraphs, irrelevant information and unprofessional email addresses.

6. Proofread Before Sending

Check spelling, grammar, dates, contact information, formatting and your file name before you submit.

7. Present Yourself Confidently and Truthfully

You do not need to exaggerate your experience. Learn to communicate clearly the value of what you have already done.

The WEW CV Quick Check

- Is it clear?
- Is it relevant?
- Is it tailored to the job?

- Is it professional and error-free?
- Does it show the value I can offer?

“Your CV does not need to tell everything. It needs to tell the right things clearly.”

About Wendie

Wendie Edwards is an HR professional with 15+ years of experience in Human Resources, workforce development and organizational growth. She is Founder & CEO of Recruit784 and works across recruitment and HR consultancy for hospitality, corporate and construction industries in the Caribbean.

WEW Consultancy: Training & Workshops for Companies and Individuals

Tagline: Transforming people to transform organizations.