



### How to write a CV

The average time spent looking at CV is between 5-7 seconds so you only have a small window of time to impress the reader enough, it's crucial to keep your CV simple and easy to read quickly.

#### **Basics:**

- Dates – make sure you include months, not just years on your dates of employment
- Intro paragraph – keep this to four lines and summarise your experience and how that will help in your next role
- Spelling and grammar – don't make obvious mistakes, it will get your CV thrown away

#### **Fundraising specifics:**

1. Keep the formatting simple (you do not need to use detailed templates or designs)
2. Mention targets you've worked towards
3. Feature a key achievements section for your two most recent roles
4. Don't include too much writing, use bullet points where appropriate

#### **Length:**

The first thing people worry about when preparing a CV is the length, there was a time when any CV over two pages was considered too long, this is no longer the case. Your CV should be long enough to cover all of your experience relevant to your next role, don't cut things off for the sake of it. Equally don't repeat the responsibilities you've had across similar roles and be mindful that the Assistant role or the job you had in a different industry five years ago should feature on your CV but only with the following detail:

*Company – Job title*

*Date*

#### **Targets and financial achievements:**

All charities have a fundraising target and most charities break this down into team or individual targets. Working as a fundraiser you need to generate income and as such it should be featured in your CV exactly how much income you have raised for your organisation. If you work for a small charity where your income target is low don't be put off including it, employers will have perspective as to why you might not be raising millions. It's also key that if you work towards a team target you include this and you give a rough approximation of how much of this you are responsible for.

Employers will want to know how much you are raising each year and including it in your CV shows that you are transparent but also that you are commercially aware enough to know how much you raise.

**Key achievements section:**

This should be included for your last two roles and should cover things like:

- Large donations secured
- Targets achieved
- Line management achievements
- Promotions
- A relationship you have built with a supporter

Only feature up to 3 key achievements for each role, make sure they are true highlights. Also make sure they are written in bullet point so that they are punchy and concise.