

Lesson 5: CV Writing, Interview Mastery, and LinkedIn Basics

Welcome to Project VIEW Softskills Development series: CV Writing, Interview Mastery, and LinkedIn Basics.

When a recruiter opens your application, you have a limited amount of time to make a strong first impression. Your CV needs to answer three questions quickly: Who are you? What can you do? And why should this organisation consider you?

For a blind or low-vision job seeker, there may sometimes be another question in the recruiter's mind: How will this person perform the job? You cannot control every assumption another person may have. But you can control how clearly you communicate your skills, your experience, the technology you use, and the value you can bring.

Let us start with your CV.

Your CV is not your life story. It is a focused marketing document. Its job is to help an employer understand why your experience matches the role.

Keep the layout simple. A clean, single-column CV with clear section headings is easier for you to review with a screen reader and easier for many recruitment systems to process. Use headings such as Professional Summary, Work Experience, Education, Skills, Training, and Achievements. Avoid relying on decorative graphics, text boxes, rating bars, or complex multi-column layouts.

Then look at the content.

A weak CV often lists duties.

For example:

“Responsible for maintaining employee records.”

That tells the recruiter what your job description said, but not what you actually contributed.

A stronger version might be:

“Maintained employee records for more than 150 staff members, checking information for accuracy and ensuring documents were available when required by the HR team.”

Now the recruiter can see scale, responsibility, and outcome.

You can use the same thinking even if you are entering the workforce for the first time. Experience does not come only from paid employment. A university project, volunteer role, community activity, internship, sports club, or training programme can all demonstrate useful skills.

Perhaps you coordinated registrations for an event. That shows organisation.

Perhaps you communicated with participants and trainers. That shows communication.

Perhaps you prepared attendance records or schedules. That shows administration.

Perhaps you worked with a group to deliver a project by a deadline. That shows teamwork.

The important question is not only, “Where have I worked?” It is also, “What have I done that proves I can contribute?”

Where possible, support your CV with real evidence. Use numbers if they are accurate.

“Coordinated induction activities for 25 new employees” is stronger than “Helped with induction.”

“Supported eight staff development programmes” is more meaningful than “Assisted with training.”