

Words and Deeds

Information Regarding CV Writing Services

As well as offering a precise proofreading service - using skills developed during many years working in industry, higher education and the charitable sector, writing, editing, and proofreading all types of material, including management reports, regulations, press releases, and website content – I also offer professional writing support, which includes helping people write or update their CV.

CV writing is a skill, and it is not always easy to include information that makes one stand out from the crowd. As well as providing a basic list of information, a CV should include 'soft skills' such as problem-solving, communication, and team-working. These are examples of the areas that help to define **YOU** to a prospective employer, who has to decide whether or not to interview you based on what can be an impersonal list of awards and achievements.

It is important to realise that employers are able to check a candidate's degree qualification – so 'enhancing' grades, for example, is not recommended. It is also not good practice to state that you have certain skills if you do not. And always remember that your LinkedIn profile and your CV should match: if you update one, you should update the other at the same time.

Bearing all the above in mind, I offer help identifying areas to include on the CV; then I will phrase this information so that it makes a professional first impression; and design the CV – if required.

The charge for helping a client write/update their CV is approximately £20, depending on the level of work required. Turnaround time is from 24 hours, which again depends on the level of work required.

I have the following relevant qualifications and experience:

- A BA (Hons) degree in English from the University of Leicester, and a Proofreading and Editorial Skills qualification;
- Twelve years' experience working in FE/HE and industry, including drafting information for students (e.g., regarding academic appeals); designing, writing, and editing newsletters; and updating website information;
- Two years' self-employment, which has included proofreading students' work; proofreading/copy-editing two Liverpool magazines; editing CVs and personal statements; and providing professional writing services to a variety of clients;
- Media training from the Woodland Trust, and PR experience with them, which includes articles published in *Cheshire Life* and various local newspapers.

Contact me for more information, or a chat about how I can help you.

D Williams, J/A Words and Deeds

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