



handle
recruitment

Creating the
PERFECT CV

for the
music industry



INTRODUCTION

to this guide

In a job search your CV can become your most important piece of content. As well as providing a first impression to hiring managers and recruitment professionals it must also support you throughout a recruitment process.

And in the music industry - you could be caught in a sea of other applicants, all going for that dream role at the major label. But, there are a few tweaks you can implement that can put you ahead of the competition.

We've pulled together our tips on creating a flawless CV for your start in the music industry.

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WHY A CV MATTERS

Everybody you meet during your job search will offer advice and insight into how to present your CV. Think about it as a working document to tailor and tweak depending on the role, company and type of application.

You're not doing anything to mislead, your CV should highlight the best and most relevant bits about you based on the requirements of the role.

INTRODUCING...YOU.

If you are applying directly to a company you need to **focus on what makes you special** and what will make you stand out.

If your profile is not an 'exact match' to the job requirements explain why your experience and personality could make you the perfect candidate. In this industry, it's all about candidates that are **going the extra mile.**

How are you immersing yourself in the industry?

THE BASICS



NAME

It may sound obvious but use your chosen name. If your full name is Claire Louise but you are known as Lou, use Lou! It is also a good idea to use the same name on your LinkedIn profile.



LOCATION

Unless you are applying for an international role, your location (or home address) is not important.

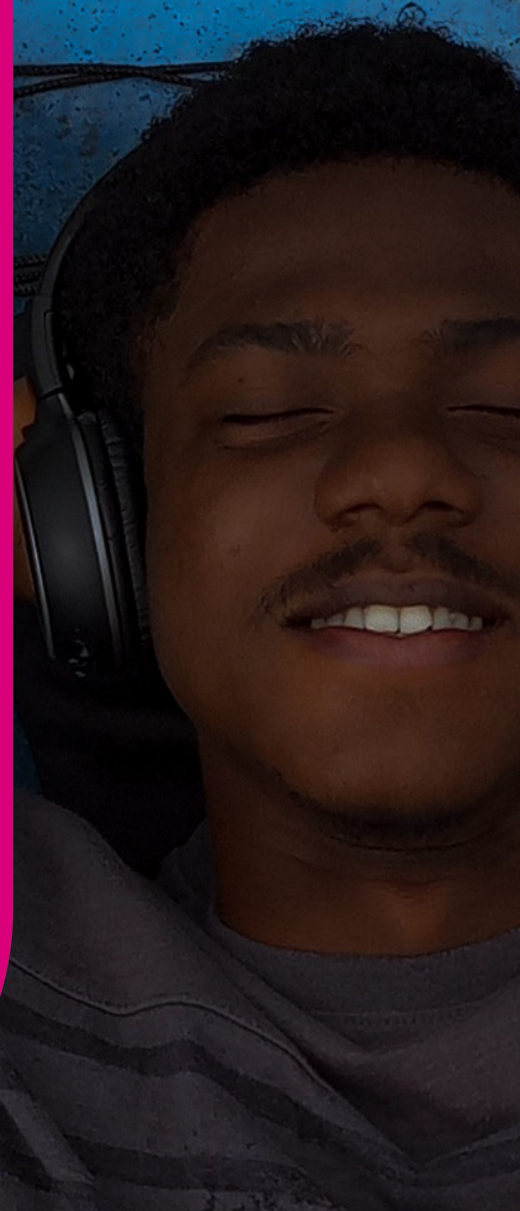


EDUCATION/ QUALIFICATIONS

Should this come at the beginning or end of the CV? If you've recently completed your formal education and have limited work experience, you may want to lead with your education.

If you're established in your career and the education is unrelated, you may want to shift it to after your work experience.

Either way, keep it in reverse date order and include dates, the institution and grades for your highest level of education alongside any specific industry skills training relevant to the role.



WORK HISTORY

Oct 10 to Present

Company Name

Current Position Held (Date to Present)

Previous Position Held (Dates)

Previous Position Held (Dates)

Use the full company name, location/ address is irrelevant. If you've been promoted during your time, list previous positions as above to illustrate your progression.

Create a summary that showcases your current employer (and former employers!) and the context of your role/ function. Even if you have worked for one of the world's biggest brands you should still guide your audience and not make assumptions.

EXAMPLE *founded in 1978, Handle's heritage is in the entertainment and creative industries. Today they provide leading entertainment companies, social networks, travel and leisure, global media brands, sports bodies, retailers, and digital technology providers with a constantly evolving range of talent solutions.*



KEY RESPONSIBILITIES

- Bullet point your key responsibilities and consider the following:
- Think about the adjectives and descriptive sentences that communicate the scale, scope and expertise of your role. What will set you apart from your peers?
- Keep this section punchy and relevant and specific.
- Avoid industry acronyms and specialist terminology that may not translate out of your organisation/ industry, especially if you're looking at different sectors.



KEY ACHIEVEMENTS

- Share tangible results (% increase, financial result, creative achievement, industry first, new process, awards etc.)
- Tailor this list to reflect the success factors of the role
- Think about the accomplishment. How was it measured and what did you do to achieve this? e.g. My 2019 Campaign
- Avoid 'we' – use 'I'
- Be conscious of sensitive company information.



TEMP & FREELANCE

Oct 10 to Present

Company Name

Current Position Held (Date to Present)

Previous Position Held (Dates)

Previous Position Held (Dates)

Open with a positive context, including a couple of sentences giving an overview of the type of work or background, highlighting key clients/ businesses or specific/ longer projects.

SKILLS

There is some debate over the contents of a skills section and they can be presented in different ways. Think about the following; avoid long lists of generic 'soft' skills such as 'organisation', 'communication' or 'teamwork' unless you're expanding with examples of how you've built them, how you use them and what sets you apart.

Hard skills and technical skills should be listed within this section, ideally with an indication of level or qualification e.g.

- Software proficiency - Word, Excel, PowerPoint to advanced level
- Google/ Social Media Analytics tools
- Photoshop / other Creative packages
- Bespoke systems or databases
- HTML/ Programming languages/ SQL (CSS Web Design - Beginners – Morley College 2017)
- Languages (Only include if at least business conversational)



STANDING OUT



INTERESTS & PERSONAL PROJECTS

At this stage of your career - this is key. Down the line you'll have more professional projects and job roles to shout about, but right now - you've got to let the company know that you're fully invested in the industry.

This is your chance to showcase project work which sits outside of traditional work experience – writing blogs, organising events, being part of collectives and creative groups are just a few examples. If you don't have anything like this - now is the best time to start!

Just keep this brief - don't drag on for a page! Always consider relevance - if you have a paragraph explaining your food blog, this won't help you when approaching a music-focused company!



REFERENCES

These can be useful if you have limited work experience and can provide a non-work reference to provide context.



CHECKLIST

- Ensure that your contact details and employment history is clear and concise
- Make your opening statement personal and targeted
- List qualifications, hard skills, and any personal projects that will help you stand out!
- Avoid excessive formatting and use a professional font
- Use bullet points rather than large bodies of text
- Proofread and run a final spelling and grammar check

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