Arcavia Consulting

CAREER INSIGHT SERIES

Senior CV writing.

What senior hiring reviewers actually look for.

Advice for senior candidates across the built environment.

SWIPE ›



02 — CONTENT

What to include.

Give the reader scale, not just a job title.

Length

There is no page rule. Let the career set the length, and always include scale, value, project type, job title and responsibilities.

Level of detail

Organise each role around key skill groups such as stakeholder management, business leadership and functional leadership. Show how you executed them and what you delivered.

Scale

Reviewers are reading for scale: team size, budget or revenue held, divisions covered, and the overall value of the projects you worked on.



03 — THE REVIEW

How a reviewer reads it.

Three passes, in this order, in under a minute.

Clarity

Roles, employers and dates, unambiguous at a glance. Overlaps and gaps left unexplained invite the wrong questions.

The detail that interests

Reviewers are looking for answers, not more questions. If there is a gap in your career, say why. Explaining the reasons behind your moves shows your career trajectory and tells your story.

Relevance

They are matching you to the role in front of them, not to your whole career. A short cover letter makes that connection for them.



04 — ACCOMPANYING DOCUMENTS

What to send alongside.

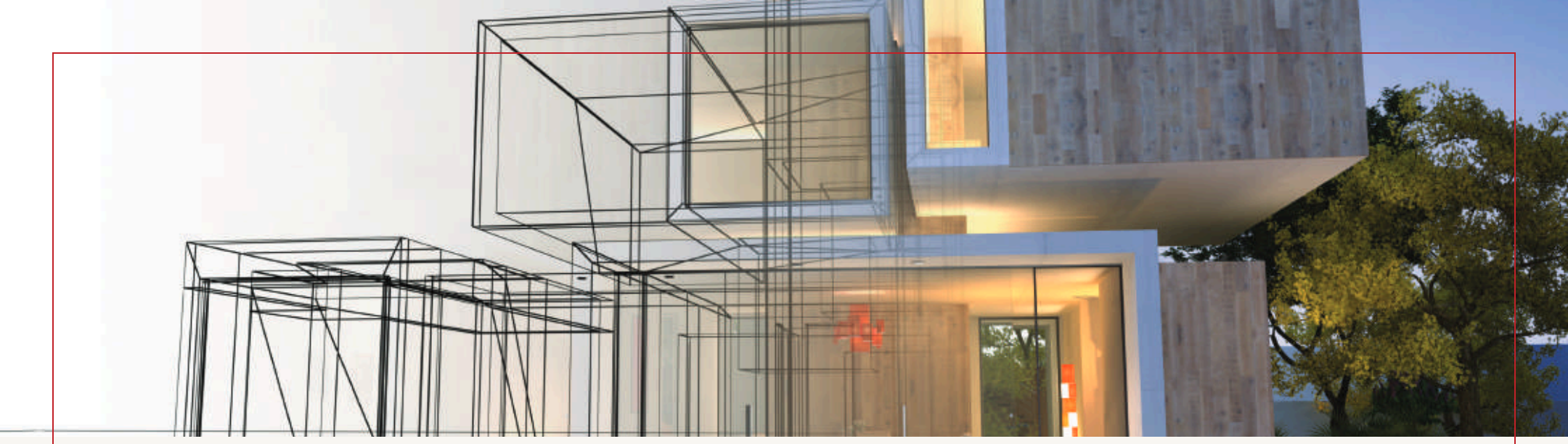
Two documents carry most of the weight.

A project list

For project-based careers, a single page of projects says more than any summary: the type of project, the employer you delivered it under, duration, value and your role. Name the employer on every line so nobody has to cross-reference the CV.

A cover letter

Short and concise is always best. Write it for the one role in front of you. Generic or clearly generated copy reads as disinterest.



05 — USE OF AI

Where AI helps.

A drafting partner, never the author.

A person is reading it

At this level your CV is read by a person, not filtered by an automated screening or ATS system. Write it for a human reader, not for keywords.

Use it for structure

The strongest prompt: ask it to interview you about a specific job, then request that it builds your CV from your answers.

Then check it three times

Verify every figure, date and claim, and rewrite anything that sounds generated. Reviewers notice the voice before the content.

06 — IN SUMMARY

Key takeaways.

01 Write for scale: team size, value, budget and division.

02 Go deep on recent roles and keep the earlier ones brief.

03 Make roles, dates and reasons impossible to misread.

04 A project list and a short letter carry the rest.

05 Let AI interview you; never let it speak for you.

Talk it through with us

Connect with us on LinkedIn, or email either of us directly, for a confidential conversation about your CV.

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