

CV TIPS

In today's competitive market it is more important than ever to ensure your CV is as strong as it possibly can be.

This is your first chance to sell yourself and convince the reader/prospective employer that you should be invited in for interview.

The Do's

- Start with a profile summarising your key experience, achievements and aspirations
- Provide a summary of educational and qualification details, including grades and dates. Start with your most recent qualifications and work backwards. If you have a degree, note this before your A levels.
- For each employment position, use bullet points rather than paragraphs. Note specific dates of employment, location and industry sectors.
- Clearly indicate the progress you have made including specific achievements and successes.
- Use good quality white paper with a plain type face, avoiding italics, decorative fonts and graphics.
- Attach a covering letter explaining specifically why you are suitable for the job.
- Check and double check for spelling and grammatical errors. A fresh pair of eyes may help.
- Where appropriate, tailor the CV to the position you are applying for.
- Ensure all the information provided on the CV is factual and accurate.
- If you have had any breaks in employment it is helpful to note what you have been doing during that period, i.e. travelling/raising a family etc.
- Leave your hobbies and interests until last, and keep this section brief.

The Don'ts

- Do not waffle; you must keep the detail interesting and easy to read.
- Do not use more than 3 pages.
- Do not forget to include your contact details, i.e. postal address, home email address, home and mobile telephone numbers.
- Do not leave any career gaps unexplained.
- Do not use jargon or detail points which are irrelevant.