

WRITING A CV

Writing your CV is all not only telling your potential employer about your skills, education, and experience but also the opportunity to sell your key strengths. It is difficult to write about yourself and to tell people what you are good at however it is vital to capture that information:

How to Present your CV:

- Keep it short – try to have no more than 3 pages
- Avoid italics and decorative fonts – keep it clear
- **START WITH:** your name right at the top of the front page, with your contact details directly underneath. Best to include your mobile number and only use a work number if you can be contacted there.
- Use a clear structure and repeat that format making it easy to understand and read.
- Use bullet points rather than complete sentences, which can sometimes lead to unnecessary wordiness
- List your work experience, and educational history in reverse starting with your current or most recent job or education at the top of the CV.
- When listing your work experience include: dates, position, company and location. Have a quick summary of responsibilities and what your key strength was in that role.
- Never leave gaps. Briefly list the reason for time off: e.g. travel around Europe. Gaps leave questions that employees will concentrate on rather than look at your relevant experience and strengths.
- Leave your hobbies and interests until last – and keep this section short.
- Run a spell check and get someone else to double-check and proofread your CV
- Check the email or address details of whom you are going to send it to.
- Remember! Your CV is the first impression your potential employer will have of you

ALWAYS MAKE SURE WHAT YOU HAVE INCLUDED IN YOUR CV IS ACCURATE – ANY INCONSISTENCIES THAT ARE DISCOVERED COULD IMMEDIATELY DISQUALIFY YOU FROM CONSIDERATION FOR THE ROLE.

