

Tips on how to write a CV

- 1. Keep it short and clear** - Your key skills and recent experience, needs to be near the top, where it can be seen straightaway. Sections you usually need to include are your Profile, Achievements, Experience, Special Skills (languages / computers), Education, Training, and (if you wish) Interests. Your CV should normally be two pages in length (unless you have a very long career or you are a contractor or the recruiter asks for a longer CV).
- 2. Make it look good** - Clear, attractive presentation is also important if your CV is to stand out. Ensure that it's uncluttered, with key points easy to spot.
- 3. Most recent first** - Put your employment history in date order, starting with the most recent first.
- 4. Include many facts** - List your job duties beneath each position. List your achievements, responsibilities and results. Talk about results - what difference did your presence make? Use numbers for achievements wherever possible, e.g. "Boosted sales by 20% in first year".
- 5. Not too many lists** - Include specific skills, such as languages, administrative or computing skills, in a separate section in your CV. Don't relist them for every job you've used them in.
- 6. Breath some life into it** - Remember the employer wants a sense of the kind of person you are, as well as what you can do. Are you punctual, conscientious, or motivated? Do you rise to a challenge? With each point you write, ask yourself "What does this say about me?"
- 7. Be accurate** - Always check for errors.
- 8. Adapt it** - You don't have to use the same CV every time. You can have two or three versions, each for a different kind of job.
- 9. Send a covering letter** - Unless the advert tells you not to, always send a covering letter. This should highlight the two or three areas of experience from your CV that are most relevant to the advertised job. Never send your CV out on its own.
- 10. Be truthful** - Although you obviously want to present yourself well, don't go too far and embellish the truth. It can easily backfire on you.