



CV TIPS

A well prepared CV is often the key to a successful job hunt and it is important that it does justice to your abilities. There are many CV templates available, which can be useful, however it is important to follow the below guidelines to ensure your CV gives you the best chance possible of obtaining an interview.

- Research the type of position that you are looking to move into. Job boards are great for this as you will be able to access job adverts and see which skills are commonly sought after for a particular type of job. Once you have this information, you are then able to relate your own experience and skills and highlight them in your own CV.
- The look and feel of your CV should be as simple and clear as possible as presentation counts for a great deal. Use a simple font throughout your CV, which is a minimum of size 10, do not have huge paragraphs and avoid using photos.
- There is not a strict rule that stipulates your CV should be a certain length, however ensure that it only contains relevant information to keep the attention of the reader. If you are further on in your career, then you can leave out full information on older positions, but include job titles and dates.
- Give your CV a professional file name i.e. first name – surname CV.
- It is advisable to have a professional email address for job hunting purposes i.e. partytime@gmail.com is fine for contacting friends, but not a good idea if you wish to create the best first impression.
- List your positions in reverse chronological order, as employers are mostly interested in your recent work to assess your current capabilities.
- Tailor your CV to every position that you apply for. Although your CV should already be tailored towards the general type of positions that you are applying for, it is always advisable to have an in-depth read of the job advert and see if there is anything extra that you may have missed and will benefit from adding.
- Explain any gaps in your employment as it is better to include the reasons than leave employers guessing. Time spent out of work can often use other skills, so you can always put a positive spin on a career break, i.e. travelling which requires organisation.
- Try to avoid too much repetition. For example, if you have had several PA jobs in your career, aim to avoid listing the same duties, as it needs to hold interest and make you stand out.
- Check that all of your dates are correct, as this can cause problems when references are taken.
- Ensure that your CV is formatted correctly, as splitting positions across two pages can often look unprofessional.
- Save your CV in MS Word, as this will ensure that it can be read and passes through any CV scanning software.
- More employers are looking on social media sites so, before you submit your CV, it is important to check your photos, language and comments.
- **PROOFREAD YOUR CV** – This is the most important point, as one mistake can ruin your credibility and can be easily avoided. Spell check is fantastic, but will sometimes miss grammar. Therefore, check your CV a number of times, but also ask someone else to take a look.



EXAMPLE CV LAYOUT

Name
General location
Email
Mobile

PROFILE

The top of your CV is extremely important, as this is the part which is read first. Your profile is the chance for you to sell yourself and make an impact. This should summarise your skills, highlight the benefits of employing you and briefly detail the type of position that you are seeking.

Example:

I am a highly experienced sales and administration professional who enjoys taking on new challenges and working to the best of my ability. My experience has been gained from working for a large, blue chip company for over five years and then progressing into a customer facing role, where I have learnt to be proactive, build good working relationships at all levels and work to very demanding time scales. My broad range of skills and fresh approach to challenges would suit a role requiring enthusiasm and initiative.

EMPLOYMENT

JOB TITLE – Company Name (*This is your most recent position*)

Dates

Company website (*This does not have to be included, but is often good for employers to see, especially if it is within a similar industry*).

Outline – Give your position a short summary which details who you report to, where you sit within the company and what the overall purpose of the position is.

- Bullet point your duties and achievements – It is crucial that you show how you have made an impact. Think of how you have helped your company, i.e. saved money or time, revenue generated and include facts and figures, if you have them.
- Greater detail should be provided for more recent and significant positions.

JOB TITLE – Company Name

Dates (*Reason for leaving – This does not have to be included but will help the employer understand your CV i.e. Career progression*).

Company Website

EDUCATION

This needs to be in a simple list format – include dates, governing bodies and grades.

OTHER SKILLS & INTERESTS

This can include a list of any other courses or skills you have obtained i.e. Sales Course or interests that you may have. This area is particularly good if you are early in your career and do not have much employment history, as the employer will be keen to find out about your interests.

REFERENCES

Available on request – (*You can put References on your CV but, unless you want them to be contacted, it is best to give these at a later date*).