

Writing a CV

A well written and well-structured CV can set you aside from the competition. Here are some tips on what to consider:

- It is worth remembering that a CV is an essential part of any job application. It could be the difference between getting shortlisted for an interview and not! Your CV is a great opportunity to display your summary of skills, experiences and qualifications.
- Have your full name, and contact details clearly displayed at the top of your CV.
- Avoid using gimmicky or funny email addresses as you want to create a good first impression.
- Keep your CV up to date with correct information relating to your contact details, employment and skills relevant.
- Good presentation is essential. Managers have lots of CVs to read when recruiting, so make it easy for them by having a clear and simple layout.
- Write about your most recent employment experience first and work backwards.
- Write your CV in either past or present tense, avoid switching between the two.
- When writing about your employment experience, use concise bullet points. Avoid using paragraphs as managers tend to scan read CVs.
- Skills and attributes can enhance your CV if they are relevant to the role you are applying to.
- Include your education and qualification achievements with dates, highlighting any relevant qualifications clearly.
- Personal achievements are great to include, as this will show your commitment and drive outside of the workplace.
- We suggest that you tweak your CV according to the role you are applying for, to ensure the relevant information is highlighted.
- Keep your CV to 2-3 pages - if you have had several jobs, only provide detail on the most recent experiences that are relevant.
- Check, and double check, your grammar and spelling.
- If you would like some more help on writing your CV, covering letter or filling in your application form then feel free to **get in touch**. We will always try and help you the best we can.

Good Luck!