



## Guide to CVs:

When it comes to job hunting, having a good CV is crucial.

Get it right and you will have people calling you...get it wrong and you will be overlooked...

### TIPS!

- Each CV is unique as it reflects you, however, there is a basic format to follow. Include contact details, profile, education, work experience, achievements, and references.
- A profile is an overview of what experience you have, where your skills lie, what you can offer (your strengths, your personality). A couple of sentences will suffice. Tailor it to the role you are applying for.
- Typically a work history reads from present day back.
- You only need to go back c10 years with work history (unless you feel an earlier role lends itself to the position you are applying for).
- When choosing your achievements to highlight, choose ones which you feel your new potential employer might be most interested in.
- Make sure there are no spelling mistakes, proof read your CV before submitting.
- Don't make it too long or the reader could be put off; typically 2 pages, 3 maximum.
- If you can, be creative! Look at the font you choose or the background of your CV. How/what can you do to make it stand out?
- Make sure you keep your CV up to date. Add in new qualifications or end dates to previous employers for example. It can be frustrating to receive a CV and when speaking to the candidate, you realise that their CV is out of date. It doesn't look very professional.

If you would like any feedback on your current CV, please do not hesitate to get in touch.