

Creating your CV

- Restrict your content – ideally two pages, three at a maximum
- Tailor your CV to ensure you include information relevant to the job you are applying for.
- Read your CV and ask someone else to proofread it. Ask for constructive feedback and accept it to help you make your CV even better.
- Your CV will be the first impression to your potential new employer, take your time, keep it simple and make it look professional. Use google and word to search for templates to help you.
- Use the same fonts throughout, different sizing is fine. Just make it simple and easy for your potential employer to review.
- Don't leave gaps in employment, if you have a gap say why, were you travelling or taking a career break. It's ok to be honest.
- Use bullet points to convey information, it makes it clear and to the point.
- Don't ramble, check your spelling, avoid jargon and irrelevant information.

Make sure it includes:

- Personal Details - your name, full address, email, mobile, work (if appropriate) and home telephone numbers
- Personal Statement – a few short sentences to give the employer a small snapshot of you and what you are looking to do career wise. Make sure it's tailored.
- Skills – Make it relevant (both technical and soft skills) which relate to the job you are applying for.
- Experience - start with your current / most recent employment, working back in chronological order. Provide dates (mm/yyyy) you have worked, companies you have worked for and titles of the positions you held. If you use bullet points highlighting your main duties and key responsibilities within each role, the employer can establish how suitable you are for their role.
- Education & Training – Keep it simple, start with any relevant professional qualifications you may have then follow with higher education and secondary education. Make sure you include the establishment, the qualification you achieved and the grading.