

CV Writing Advice

In many cases your CV is the only thing a recruiter or potential employer has to identify you by. Therefore it is really important to get it right. Here are a few tips of how to get the most from your CV.

Style

Your CV should be in an easy to read font such as; Arial, Verdana or Calibri. The document should also be easy to read with appropriate spacing.

Content

At the top of your CV should always be your name (you would be surprised how many people forget this!) and contact details.

This should be followed by a Personal Profile. In your personal profile you should outline your key skills and the type of job you are looking for. Keep it short and sweet – only about five lines are sufficient. This should be specifically targeted to the job you are applying for or if there are a range of jobs you would like to be considered for you should still make it clear which field you would like a job in. Do not write your personal profile in the first person; for example no 'I' or 'my' as this is too informal. Your personal profile should begin with; 'A hardworking/A conscientious individual.'

Your Education and Work History should be listed in chronological order with the most recent first. Education should be before work history on your CV until you have over two years of relevant experience then it should be entered below.

In the Education section you should list the institution, years attended and qualifications obtained.

In the Work History section you should include job title, company worked for, dates employed, and a description of your role. Jobs which are not relevant to the job you are applying for should be under a separate heading.

The Additional Skills or Interests section allows you to add a little bit about yourself that isn't linked to any of your work history or education. This can be anything from foreign languages to IT skills.

For your References it is perfectly acceptable to simply put 'References available on request'. If you particularly want to put references it is important to make the referee aware you are putting them down as a reference.

Things not to do on your CV;

- Do not make spelling or grammatical errors
- Do not put on your salary requirements
- Do not lie – you will get caught out
- Do not mention why you left previous jobs

For more information regarding CV writing, please [contact us](#). One of our experienced consultants would be happy to help you.