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CV TIPS

Your Curriculum Vitae should demonstrate your personal skills, experience, qualifications and achievements that would be beneficial to a given company and role; it should give a potential employer enough interesting, relevant information to get you an interview. Keep it simple, do not leave gaps that could leave the reader guessing what you were up to, for example; if you took time out to travel, include it on your CV.

Here are a few tips to remember when preparing a CV:

- Keep it short, relevant and as interesting as possible. Your CV should not exceed two sides of A4
- Keep it factual. Hard facts are what a potential employer will be most interested in
- You may need to tailor your CV differently for each job application to highlight most relevant skills
- Do not add photos
- A good layout and use of colour (even if only shades of grey) makes you look individual. Don't use a lot of colours, tints or ultra-small type
- Use bullet points rather than full sentences to help minimise word usage
- Make sure that all dates are correct and that there are no gaps
- Don't use slang
- Don't be dishonest – you will eventually get caught out
- Use the spell checker
- Proofread your CV to ensure it is grammatically correct and free from typos and spelling mistakes. Then double-check and triple-check to be sure

Personal Details

Always start with your personal details, including full name, address, contact phone numbers and email address.

Personal Profile

This should be about 50 words long and describes what you are like to work with. Focus on how you can help an employer to prosper. Remember, even if you haven't had a job yet, you can still describe yourself as a colleague.

Key skills

List your major skills and experience. Remember, you want to show how you would add value to a company. Include your software skills, grading your software knowledge into expert, intermediate or limited experience.



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Work history

Next include your work history, starting with your most recent position at the top. This should go back at least five years or over your last three jobs, whichever is the longer period.

For each role include the dates, company name and address, together with its type of business, and your job title. List your main responsibilities as bullet points as this allows any potential employer to see your experience quickly and concisely. Also include your main achievements in the position, along with any training you received, and any promotion gained. Wherever possible, give a concise reason for leaving.

As well as being a factual list, your work history gives an impression of your attitude towards your working life and your personality in general, these are as important to a prospective employer as your experience and abilities.

Education

Follow with your education and professional qualifications. Give brief details and dates of school/college/university etc and the qualifications you achieved. Remember to put them in reverse order so your university or most recent education is at the top, before your school.

Interests

Always include hobbies and interests; they give an impression of you as a person and are often discussed in an interview. These should not be more than a couple of lines.

References

Include two work references. Generally these should be from your last two employers, unless they were very short periods of work. If you do not give a recent employer as a reference you may be asked to explain why.