

## CV Writing Tips

Your CV is the vital first step towards your dream job!!!

Writing a great C.V can be the difference between being put forward for an interview or not. No matter how suitable you are for a position, you will never be able to showcase yourself unless you get that all important interview in the first place. With that in mind your C.V is the most important document you can write when job hunting. Of course your C.V should be clearly presented, no spelling mistakes and highlight all of the relevant information, but that's not enough. Your C.V is your number 1 marketing tool so you need to ensure it stands out from the crowd and grabs the attention of a future employer.

Be prepared to spend time on your C.V. (Remember you will use this document for the rest of your working life) Below are some tips to get you started.

### The basic CV format

There are particular sections that employers expect to see on your CV regardless of industry or job role, so we recommend using the following structure:

- Contact details
- Profile
- Key Skills
- Work Experience
- Education
- Achievements
- References

### Make the Top Count!

The top third of your CV is what a recruiter or hiring manager scans to determine if they will read the rest..... and they only give it 3 seconds.

### Design

What you want is a balance -a smooth, clear look that's got just enough panache to stand out. Adding a small pop of color is an easy way to spice things up without jarring the reader. Experiment with the format of your CV and try to add your personal flair to the layout. In recent years, candidates have even gone digital in the form of [video CVs](#) and games, but this is usually only worth it if you're in a creative industry.

### Making the most of experience

Use assertive and positive language under the Work experience sections, such as "developed", "organized" or "achieved" Try to relate the skills you have learned to the job you are applying for. Really get to grips with the valuable skills and experience you have gained from past work positions, even if it was just working in a restaurant. A waiter will have excellent customer service skills, the ability to work under pressure, numeracy and the ability to work in a team

### **Proofread**

Make sure you triple check your CV; you don't want avoidable errors to hinder your chances before you're even through the door.

### **Don't make it too long**

Your CV should be no longer than one or two A4 pages.

### **Tailor each CV**

Every CV you send out should be **tailored to the role** you're applying for. Choose relevant examples and skills to demonstrate why you're the best person for the job.

### **Use a professional Email address**

Remember that email address you made when you were a teenager? Ditch it. [Honeysnugglesvader27kiss@hotmail.com](mailto:Honeysnugglesvader27kiss@hotmail.com) is not giving out a professional impression.

### **Showcase achievements**

Offer evidence of how targets were exceeded and be honest.