

Writing Your CV

First Impressions are Lasting Impressions. An employer may have a mountain of CVs to consider with limited time to make a shortlist. The average time they will give to your CV is 20 – 30 seconds. Make it presentable and accurate to have the greatest impact.

- ✘ Put your work experience at the start of your CV, not personal or educational details, unless you have only just left education.
- ✘ Not every one looks like a supermodel, or photographs like one. Do not include a photograph!
- ✘ Put your last name next to each page number in case the document becomes separated.
- ✘ Your CV should generally be no more than two sides of A4 in length (unless otherwise requested).
- ✘ Use sufficient spacing so that the CV does not look 'cramped' or 'busy'. Use a clear and sizeable font (Arial or Times New Roman).
- ✘ Use headings, paragraphs or bullet points that are easy to follow.
- ✘ Bad spelling creates a bad impression. Always ask a friend to proof-read your work.
- ✘ Include activities that show your nature.
- ✘ Your CV is about your future – do not focus too much on your past – you can discuss this when you get the interview.
- ✘ Focus on your achievements. If you don't blow your own trumpet no one else will!
- ✘ Where possible include descriptions of the results you have achieved - not just the duties performed, e.g. **increased sales by 12%**
- ✘ Write about your current (or last) job in the present tense, i.e. "supervising", rather than "supervised".
- ✘ Make sure the content is relevant to the position you are applying for – edit your CV to suit the requirement.