

Top 10 tips for a CV

Many people struggle putting a good CV together as they find it hard to know what employers are looking for. There is not one set way to complete a cv but these tips should help you to avoid the pitfalls.

1

Choose you Style!

There are a variety of styles that you can use for your CV. If you are unsure which one would be best for you then you can speak to a careers adviser. Skills based CV's work well for job changers and school leavers, whereas traditional CVs are more generic.

2

Honesty is the best policy!

Do not exaggerate or make up qualifications or experience as if employers find out they can dismiss you.

3

Know your Strengths...and Weaknesses!

The CV is your way to 'sell yourself' to an employer so keep it positive. All good CV's will play to the persons strengths, so you will need to be self-aware. However, it is also worth thinking about what you are not so good at and consider ways of improving these i.e brushing up on maths etc.

4

Make a statement!

Most CV's contain a profile, which will give a brief outline of the individuals' skills and requirements ie what type of work they are looking for. If using a skills-based CV the profile can be shorter.

5

Organise your Information!

The information needs to be organised in a professional way. Education and Employment should be listed with the most recent first, working backwards.

6

Make it Easy!

The bullet point is your friend on CV's! it makes the CV look good and makes it easier to read than ploughing through large paragraphs!

7

Back it up!

Anyone can say they have good communication skills, so say how you have demonstrated this, i.e during lectures I had to present to my peers and deliver presentations in the workplace.

8

How interesting?

Interest and hobbies can be added basically if they areinteresting! Say a little about your hobbies and avoid things like socialising as it can be taken the wrong way!

9

References

Try to find at least 2 good referees (a work and an academic one is useful) . Make sure you ask the referees permission before you add them and check if they still work/ live in the same place. If you don't have room you can state 'References Available on Request' but it really is better if you can add them.

10

Cover it!

Don't forget to send a covering letter to introduce yourself and your CV. This can be adapted for each job you apply for.

A few no-no's!

- Don't make the CV more than 2 pages
- Don't write CV at the top – it's obvious!
- Don't use coloured paper/ strange fonts
- Don't use too much jargon as people may not understand it
- Don't lie or exaggerate experience or qualifications
- Don't add grades if they were low ie just put GCSE English etc
- Don't give date of birth, marital status or nationality as these are not needed
- Don't use silly or offensive e-mail addresses as this creates a bad impression
- Don't put spelling mistakes as this looks unprofessional
- Don't add anything negative

