

## A. Keep It Simple

When we look at your CV, we're scanning it for reassurance that you tick all the right boxes. So, make it easy for us to see that you do. The basics you should cover under these headings are:

**Personal Profile and Contact Information** - This is very important on a CV and the best place to include your personal profile.

## Education & Qualifications

**Work History/Experience** - Include bullet points of dates worked, job title and responsibilities in this section. Required month and year for **BOTH** start and end of employment/education except current employment. You would not believe how many CV's we get without this crucial information.

You **must** clearly explain **any gaps** in your education and employment - Again you would not believe how many CV's we get without this crucial information that must be explained.

**Relevant Skills** - These could help you stand out from the crowd i.e. any communication skills, computer skills, team working, problem solving, languages.

**Interests / Achievements / Hobbies** - Show off how diverse, interesting and skilled you are i.e. if you started a weekend football team or run an online blog.

**References** - Include references from someone who's employed you and can vouch for your skills / experience. If you've never worked, use a teacher or tutor.

## B. Keep It Short

Your CV isn't an autobiography! Yes, it needs to tell us about you, but best keep it concise at no more than two pages, with enough information to get us interested without overloading us with detail. That's the stuff we get into during the interview.

## C. Keep It Clear

This is a reflection of you... so don't start getting fussy with lots of fonts and fancy paper. It should be carefully and clearly presented with a well-structured layout, and using one readable font. No typos.

## D. Keep It Relevant

Show that the shoe fits - tailor your CV for the job role. There are clues in the job description, so read it carefully. Take notes so you understand exactly what the job entails and how you meet each of the requirements. Then you can adapt your CV to suit.

## E. Keep It Updated

Do this regularly, adding in new skills or experience.