

HOW TO WRITE AN EFFECTIVE CV

Your curriculum vitae is the first impression any prospective employer has of you, so it's important to make sure your CV accurately and effectively sells your skills and experience. The key point is to keep it clear, concise, and easy to read.

HOW SHOULD I PRESENT MY CV?

- Always type your CV.
- Double check it for spelling and grammar errors, and don't rely on spell check. Any errors on a CV show a lack of attention to detail and create a negative impression.
- Double check dates and qualifications.
- Avoid lengthy paragraphs and use bullet points to make it easy to read.
- Do not include photos or logos.
- Use a clear font, no smaller than 11pt, and avoid using colour.
- Print your CV on white paper.

HOW LONG SHOULD IT BE?

Your CV should be as clear and concise as possible. Ideally, keep it to two pages, but if you need to use more pages to demonstrate the extent and complexity of your experience, do so.

PERSONAL DETAILS

Include your name, postal and email address and contact telephone numbers. A mobile telephone number is vital to ensure you don't miss out on opportunities.

PROFILE

A few sentences that describe you at work: how you like to work, your strengths, weaknesses and aims.

EMPLOYMENT HISTORY

Start with your most recent position and list the dates, position held and company name, followed by bullet points listing your duties, responsibilities and achievements. Don't leave any gaps: if there are any breaks in employment, explain them, particularly if you have changed jobs a lot or been travelling.

EDUCATION AND QUALIFICATIONS

- Apply common sense. If you have an extensive employment history, school results may not be hugely important. On the other hand, if you are looking for your first job, they are vital. Either way, if your grades are bad, don't list them.
- List all qualifications, including professional qualifications, chronologically, with grades and dates.
- Detail any other skills such as IT systems or foreign languages.

PERSONAL INTERESTS

Unless your interests are relevant to the job you are applying for, don't include this section.

REFERENCES

There is no need to include detail of references on your CV. Simply write 'References are available on request'.