

CV Help

The CV is the only part of the recruitment cycle that you, the candidate controls. It represents your first point of contact and an opportunity to highlight and sell your skills to a perspective employer. A CV will be the method by which you will secure an interview.

Presentation Advice.

- Use a clear font. **Arial** or **Verdana** will normally be sufficient.
- Font size no smaller than 10pt
- Always ensure Grammar and spelling are correct. Use spellcheck.
- Ensure dates, qualifications are accurate
- Use bullet points, indents and bold for headings
- Keep it tight and concise. No more than 4 pages is the rule of thumb

CV Components

Personal Details

- Name
- Address
- Contact numbers and Email address
(Include a day time number when possible as the process can move quickly)
- Nationality and Visa Work Permit details where possible.

Education and qualifications

- Most recent first and include university and college qualifications. Include grades and dates
- Detail here will depend upon the depth of work experience to complement it.
- In some cases it may be relevant to put qualifications towards the rear of the CV as employment history may out way their importance.

Employment details

- Reverse chronological order
- State your job title and dates of employment
- The more recent the role the more detail required
- Refer to any job descriptions you may have- to ensure accuracy.
- Use bullet points to identify responsibilities and Achievements

- Account for any time out of work or Career breaks

Other categories

- **Personal interests:** make sure they are interesting!
- Make sure that you are in a position to discuss them at interview stage
- **References.** Simply state "available on request" at the foot of the CV.

Profile

- This should be just before your work details.
- The point on your Cv that you can tailor easily, and if necessary, for each application.
- You should be looking to emphasis relevant skills against the job description for the role.
- It will help you to appreciate your own relevance to the position being applied for.

Content Advice

- Concise
- Relevant
- Ensure your technical skills are listed, make sure you only list those products you do have experience with.
- Make sure the finished article is professional
- Proof Read and check over- perhaps get someone else to check it through for you.
- Don't undersell yourself.
- Or use inappropriate language
- Or Over complicate things