

Your CV is your best advertising tool. It provides the initial impression a prospective employer or agency has of you. To ensure the best chance of securing an interview, make sure your CV sells your skills, experience and looks professional.

It's a tough market out there so really knowing and articulating what you have to offer is crucial! Think about the role you want and make sure your achievements reflect the key responsibilities.

## **Presentation:**

- Use a font no smaller than 10pt in a clear font such as Calibri or Arial  
Keep it simple – use bullet points, bold and tabs to make it clean and easy to read
- Consistency is essential as it shows attention to detail
- Double check that all dates and qualifications are correct
- Check spelling - do not rely on computer spell check, use a dictionary if you are not sure. If a CV includes errors it shows lack of attention to detail and creates a negative image
- Avoid using photos and graphics unless this is industry specific

## **Personal Details:**

- Name
- Email address / phone number
- Address
- If relevant provide your nationality and visa details

## **Employment History:**

- Start with your current / most recent employer
- State the name of the company, your position, the dates you were employed and your reason for leaving
- Describe your duties, responsibilities and your main accomplishments
- Make sure this is easy to read and well defined as your last role is what most interests an employer
- Do not leave any employment gaps. Explain if you have travelled or switched jobs frequently.

# Writing your CV



## **Temping background:**

If you have temped for a long period of time with short and numerous placements, it is not necessary to list and detail each individual one. State something like "January 2011 – September 2011 Various Temp Positions"

## **Professional Qualifications and Skills:**

- State all qualifications and recent courses attended
- Specify your IT skills with relevant level of accuracy and any other skills of interest
- State any foreign languages spoken and proficiency

## **Education and Qualifications:**

- List in date order
- Details of school / college / university
- Include grades and dates

If you are looking for your first job, your education will be extremely important however if you have extensive work history there is no need to give too many details unless relevant.