

10 Top Tips for writing a CV

Creating your own CV should be fun and easy...We hope that these extra tips help to make it even easier!

- ◆ Log on to a search engine for visuals of what a 'professional' template CV can look like. There are so many available online;
- ◆ Stand out! Your CV should demonstrate your unique blend of skills and experience;
- ◆ Keep it simple and get the basics right from the start: choose a reader friendly layout and font size 10/12 (times new roman, arial or calibri are popular choices) and do not include photos or page borders;
- ◆ Create sub-headings (personal contact information, professional profile/summary, academic/professional qualifications, work history/experience, miscellaneous and hobbies/interests) and format these in a chronological order. In case you were not aware marital status and your date of birth are not essential;
- ◆ Are you a match made in heaven? Employers are particularly interested in whether your work experience and qualifications match the role they are recruiting for, so keep your CV professional;
- ◆ Although it is not essential, you can include your hobbies and interests if you would like to (i.e. charity work or sports achievements etc.);
- ◆ Polish your CV! The professional statement should be around 100/200 words. It is an opportunity for you to summarise all of your skills and experience on your CV and for you to elaborate on your personal attributes, along with any relevant experience, or qualifications relating to your job search;
- ◆ Always provide true and accurate information and never elaborate on your qualifications; all employers request proof of academic and professional qualifications and it has been known for employers to withdraw a job offer if it is a question of trust;
- ◆ Keep your CV updated;
- ◆ Don't let yourself down by not checking this amazing piece of work you have produced, have a family member or friend to check you CV too! A HR's top tip is that Employers disregard CVs with grammar or punctuation errors on them.

I hope you find these tips really helpful. However, if you find that you still need help get in touch.