

CV Advice

Your CV is your personal sales tool and passport to a new job. It is important to get it right as a prospective employer will initially judge you on it.

Content

There are no strict rules for writing your CV, but you should consider the following:

- **Personal information** – Name, address, email and telephone number
- **Profile** – A summary of your strengths and achievements
- **Technical skill set** – List your current skills in order of strongest skills first
- **Career History** – Put in **reverse chronological order** ie your current/most recent job first. A concise paragraph or bullet points of your responsibilities and achievements for each role will be enough.
- **Education** – Again, reverse chronological order with qualifications and grades
- **Professional Training Courses** – A list with qualifications gained
- **Hobbies and Interests** – This is optional and should be kept to just two or three lines
- **References** – Just put “Available on request”

Writing your CV

- Make your CV as clear and simple as possible – keep it brief and to the point
- Keep your CV to no more than 2 pages if possible
- If there are any gaps in your CV between jobs it is best to explain these
- If some of your roles were temporary or contract roles, you should state this
- Use active verbs such as managed, developed, created, coordinated to describe your skills and achievements
- Make sure your presentation is business like and easy to read – no waffle
- Don't add your photograph or information about your family or children – it's not relevant
- Don't use fancy graphic images/type styles/symbols (unless you're applying for a graphics role)
- Make sure you are honest about your skills and qualifications – you will be found out at reference stage!
- It can be useful to adjust your CV when applying for different jobs – you can highlight the skills and experience that would be most relevant to the role and this can improve your chances of success.
- **It is essential to spell check and proof read!**

This information was prepared by Steve Young (Managing Partner) of Downtown Recruitment, if you have any questions, comments or wish to discuss this guide or have any recruitment requirements please contact Steve on 01844-211792.