

Preparing your CV

A well written Curriculum Vitae is vital to getting the job you want. It is your marketing tool and how well you sell yourself depends on how well written your CV is. A well prepared CV will evoke interest in the potential employer and entice him/her to invite you to the next stage of the employment process which is the interview stage.

You should ensure that you:

- Compile a clear, concise and well presented CV
- Do keep it short. A CV should be 1 to 2 pages; if you have a lot of work experience you can stretch it to 3 pages (A4) but not longer
- Eliminate 'typos', spelling mistakes and grammatical errors. Ask someone you trust to proof read it for you
- Put details of education, academic achievements and work experience into reverse chronological order
- Use bullet points: avoid using sentences and paragraphs
- This is your opportunity to sell yourself. Emphasise previous wins, promotions and rare skillsets, make yourself very difficult to disregard
- Choose a presentation format that allows you to target key skills and key achievements. Do use bold capitals to highlight headings and important details
- Quantify experience and achievements with facts and figures to show how you performed against specific targets, timelines or KPI's
- Read the job description for the position that you are applying for, and ensure that any relevant work experience is indicated on the CV
- Be honest; nothing turns an interview sour more quickly than the uncovering of exaggeration or the stretching of the truth on a CV

Ensure that you **AVOID**:

- Flowery language
- Lying
- Grubby or a hand written CV
- Indication of your desired salary on your CV
- Lots of colour graphics unless you are going for a role that requires such skills

A well written CV should contain the following information:

- Personal Details: Name, Address, Contact Details (telephone numbers and e-mail addresses) Date of birth (optional) and nationality
- Profile (optional): A descriptive profile of your professional designation, including your key immediate ambitions. Ideally this should be 3 sentences. This can also be detailed in your cover letter
- Educational & professional qualifications: Dates - Colleges/Schools attended - Examination Results/Qualifications
- Employment History: Employee's name/ Address/ Sector/ Dates of employment dd/mm/yy/ Positions held - Duties and responsibilities - Major achievements
- Additional information (optional) – other skills, languages, training courses completed, driving license, membership association.