

CV TIPS AND CONSIDERATION

**A CV IS ONE OF THE FIRST IMPRESSIONS YOU WILL MAKE ON A COMPANY.
DO YOU WANT IT TO BE THE LAST?**

LAYOUT

- Your CV should be a **MAXIMUM of 2 A4 sides**. If it is longer than this the viewer will assume you aren't concise or capable of filling the position.
- Even after ruthless editing, if you are finding it difficult to get your CV onto 2 A4 sides **reduce** your page **margins**.
- A CV has only 7 seconds to capture the attention of the viewer and go into the 'yes' pile. Therefore, it must be clear and easy to read with a logical layout. Use **bullet points** and **bold key words** to help you achieve this.

CONTENT

- The objective of a CV is to get an interview for the job. To maximise your chances of securing an interview, you should always **CUSTOMISE** your CV according to the requirements of the post.
- Use a **skills profile** to immediately highlight your suitability for the position.
- **Title** your sections clearly so the viewer can skim read your CV easily.
- Don't be repetitive. If you have undertaken several of the same positions focus on different **skills learnt** within each or talk about them generally as a group.
- Try and add at least one **key achievement** for each of the following sections: education, relevant experience and employment.
- Use a clear **simple font** that is easy to read like Arial, Verdana or Garamond in a size no smaller than 10.

PRESENTATION

- **Personalise** your CV. Employers see hundreds of CVs on a weekly basis, how will you make yours catch their eye? Think of adding illustrations, photographs, images or simply **experiment** with the layout or line
- Avoid printing on coloured paper. This can be difficult to read and doesn't photocopy well. Stick to neutral shades and when posting your CV chose a **good quality** paper.
- Don't put images behind text. This makes it difficult to read and the viewer may miss one of your **vital selling points**.

MISCELLANEOUS

- When emailing your CV, make sure you save it as your **surname.name.CV**. Employers receive hundreds of emails just called CV.
- Try and complete your CV using **Word**. If this isn't possible a **jpeg** or **PDF** is preferable. Most people should then be able to open these files