

## Your CV

Your CV is all about you, it is the hook that will get you through the door to meet your prospective employer so it needs to be professional, with no grammatical or spelling mistakes and be in an order that makes sense to the reader.

**CV PRESENTATION** is crucial an average employer spends 8 seconds looking at a CV so it needs to look sharp, professional, consistent and be easy to read. Make sure all of your dates/headings are in order and double check spelling and grammar.

**ACHIEVEMENT & SKILLS** your skills, work experience and education need to be on your CV but it doesn't hurt to put on some of your achievements. This gives a future employer more of an idea as to the sort of person you are and can give a sense of personality and cultural fit.

**CV FORMAT** your name, address and contact details should be at the top of the CV followed by a short profile of 'who you are'. Work experience should come before qualifications unless you have been less than one year in the workplace. Qualifications can also include any work related courses you may have taken. At the end of the CV list your general interests and hobbies.

**BOXING CLEVER** and tailor your CV! Take time to change it so that it is relevant to the job that you are applying for. Use the job advertisement and research the company so that you can make your experience a match. If you are using bullet points the most relevant should be at the top even if it was only a small part of your role.

### TRY NOT TO:

- Use abbreviations
- Put down reasons for leaving
- Use an illegible font
- Cover it in irrelevant pictures
- Make liberal use of the colour code
- Use an old email address that is unprofessional
- Try not to make it too wordy or too long!

### TRY TO:

- Be consistent with dates
- Include links to your LinkedIn
- If it is a marketing position direct your future employer to your portfolio
- Ensure that the information most relevant to the role you are applying for is instantly easy to read