

CV Advice

There is no right or wrong way to organize your CV, however, there are some basic points that every CV should follow.

- A CV should demonstrate that you are suitable for the job.
- Your CV must be up-to-date.
- It should be a maximum of two sides A4 paper (except for senior level jobs).
- Use black print on white paper and a clear font.
- Tailor the CV for the job/company.
- Check for spelling and grammar mistakes before sending.
- Do not include a photo unless the employer wants one.
- Be honest and accurate.
- Do not leave any gaps in employment, even if you were unemployed, state what you were doing during this time (e.g. travelling, raising a family, looking for work).

- It should be organised and easy to read, employers will only spend a few minutes reading each CV.
- Your CV should contain Personal Details, Summary, Employment History, Education Training & Qualifications, Additional Information and References.
- Personal Details:- Name in full as a heading, address, phone number (include your mobile number if you have one), email address, you can also state your nationality and whether you have a driving licence.
- Summary:- this should provide a short introduction to what type of job you are looking for, your work experience and skills. This should be tailored for the job that you are applying for.
- Employment History:- most recent employment first, dates started and finished (mm/yy), your position, the company name and address, your duties, responsibilities and achievements.
- Education, Training and Qualifications:- this should go before the employment section if you are applying for your first job since college/university. Your most recent education should be first, detailing the dates that you were there, the name and address, the course title and result if known. Then list the dates of other secondary schools, addresses, exams and grades. Include any training courses that would be relevant to the job.
- Additional Information:- skills (IT skills, typing speed, languages), interests and hobbies.
- References:- provide two referees, one should be your recent employer or college/university tutor if you have just finished education, tell your referees in advance so that they are prepared, unless you are still employed by them.