



## CV WRITING GUIDE: MAKE A STRONG FIRST IMPRESSION

Your CV is your gateway to securing your next opportunity, so it should be **clear, concise, and easy to read**. Use a **professional font, minimal styling, and bullet points** to present information effectively.

### Top CV Tips

1. **Keep it brief** – Two pages of A4 is usually enough.
2. **Use a clear, professional font** – Ensure readability across different formats.
3. **Structure logically** – Include clear headings (e.g., Work Experience, Education) with ample spacing.
4. **List experience & education in reverse chronological order** – Highlight recent achievements first.
5. **Incorporate relevant keywords** – Improve visibility in recruiter searches.
6. **Showcase your skills** – Highlight key competencies and explain any career gaps.
7. **Avoid jargon & acronyms** – Keep language clear and universally understandable.
8. **Provide two contact methods** – Typically, an email address and mobile number.
9. **Proofread thoroughly** – Check for spelling and grammar mistakes. Have someone else review it too.

### How to Structure Your CV

#### 1. Contact Details

Ensure your name and key contact details (email and phone number) are clearly visible at the top.

*Tip: Add a link to your updated LinkedIn profile for extra credibility.*

#### 2. Personal Statement

A short, impactful summary that highlights your skills, experience, and career goals. This section should **grab attention** and make recruiters want to read more.

*Tip: Tailor this for each role to make yourself stand out.*

### 3. Skills Summary

List your **key skills** in bullet points, focusing on those relevant to the job.

*Tip: Use the same keywords and adjectives from the job description to align with employer expectations.*

### 4. Career History

List your **work experience in reverse chronological order**, including:

- Company name
- Job title
- Dates of employment
- Key responsibilities (in bullet points)

*Tip: Address any gaps in employment and provide relevant details for each role.*

### 5. Achievements

Highlight **significant contributions** and measurable successes, such as:

- Increased sales by 10% above target  
Led a team that improved efficiency by 20%

*Tip: Use numbers and results where possible to demonstrate impact.*

### 6. Education & Training

List qualifications **starting with the most recent**, including degrees, certifications, and relevant courses.

*Tip: If your education is highly relevant, place this section before work experience.*

### 7. Interests & Hobbies

While optional, including **relevant** hobbies can help reinforce your skills and personality.

*Tip: If it doesn't add value, leave it out.*

### 8. References

You can simply state: "References available on request", rather than listing details.

*Tip: Ensure your referees are prepared to be contacted when needed.*

By following this structure and applying these tips, you'll create a **strong, professional CV** that effectively showcases your skills and experience to potential employers.