



## CV TIPS FOR A TOP CV

"A CV IS A SHORT, WRITTEN SUMMARY OF YOUR SKILLS, ACHIEVEMENTS AND EXPERIENCE WHICH RELATE TO A ROLE YOU WANT. YOU USE IT IN THE FIRST STAGE OF APPLYING FOR JOBS"

## CV TIPS

Your CV is the first point of contact between you and your next potential employer. It should be succinct and presented in an easy-to-read format using a simple font, minimal styling, and the use of bullet points to break down information.

### TOP TIPS

1. *Keep it short and succinct – two sides of A4 will almost always suffice.*
2. *Choose a clear, professional font to ensure that your CV can be easily read, as well as sent to a variety of potential employees in a transferrable format.*
3. *Lay it out in a logical order, with sufficient spacing and clear section headings (e.g., Work experience, Education)*
4. *Order your experience and education\* in reverse chronological order to highlight your most recent experience and achievements*
5. *Use the right 'keywords' to ensure your CV is picked up in word searches*
6. *Highlight the skills that you have developed and explain any gaps in your CV*
7. *Don't include acronyms or organisation related terminology*
8. *Include two forms of contact, email and mobile*
9. *Spelling and grammar check - ensure you check your CV thoroughly for any spelling and grammar errors. Perhaps even consider having a friend or family member check it over for you as well*

To ensure your CV stands out, follow our recommended structure and tips below:

### CONTACT DETAILS

List the main contact details prospective employers will be able to reach you on easily at any time. Ensure the details are presented clearly and feature prominently at the top of your CV.

**Tip** - Include a link to your up-to-date LinkedIn profile within your introductory details.

### PERSONAL STATEMENT - INTRODUCE YOURSELF

This is where you should summarise and highlight what you can offer to a prospective employer. Summarise any career highlights that will draw attention to what you have accomplished, alongside your career objectives. This is the perfect way to grab attention and persuade recruiters to continue reading the rest of your CV.

**Tip** – Tailor for each role you apply for and aim to make you stand out from competition.

## SKILLS SUMMARY

Use brief bullet points to list the skills and experience you have that are specific and relevant to the role. Hiring managers will scan this section of your CV very quickly to see what you can offer and your suitability for the role.

**Tip** - Wherever possible, use the same adjectives as those used in the advertisement.

## CAREER HISTORY

This section should include your work history in most recent historical order including paid work, relevant volunteer, temporary roles, or work experience placements. It is important to tailor this section of your CV to the job, specifically where key responsibilities in previous roles are applicable for your application. Include the company name, your job title and bullet points of your role.

**Tip** – Ensure you give dates and explain any gaps in your work history.

## ACHIEVEMENTS

Your CV is your opportunity to sell yourself and highlight why you are the best fit for the role, so it is important to include where you have gone above and beyond or made a significant achievement.

Where the achievements are measurable be sure to include the numbers, such as increased sales over target by 10%.

**EDUCATION/TRAINING** *\*(This can either go at the top of your CV or lower depending on how recent your education/training has been)*

Only list what is relevant or required for the role you are applying for, starting with most recent. It is important to showcase where you may have up skilled or could bring new knowledge to the organisation.

## INTERESTS & HOBBIES

You don't always need to include hobbies and interests but mentioning relevant ones could back up your skills and help engage the employer.

**Tip:** If it's going to add value, then leave it out.

## REFERENCES ARE AVAILABLE ON REQUEST

It is fine to list references are available on request if you are not comfortable disclosing your referees until further into the recruitment process. It is important to make sure you have them readily available and contactable when requested.