



CV Tips

What is a CV?

Your CV or Curriculum Vitae is a selling tool to potential employers that outlines your skills and experience at a glance. Your CV is the first thing an employer will see about you and must catch their attention to want to meet with you for interview.

One of our experienced consultants can assist and advise you on preparing your CV to maximise its impact.

CV Presentation

- It is important to ensure your CV is no longer than 2-3 pages.
- Keep the type face plain and simple.
- Keep the content and structure of your CV clear and concise – ensuring all factual details are accurate.
- Use bullet points rather than sentences to emphasise experience and skills.
- All educational, academic achievements and work experience should be detailed in reverse chronological order.
- Check all details carefully for any grammatical or spelling errors.
- Never leave gaps in your CV.
- Always send a covering letter with your CV drawing attention to particular strengths relevant to the role you are applying for.

CV Structure

- Outline you personal details
 - Name, address, contact telephone numbers, email address, date of birth & nationality.
- Educational & Professional Qualifications
 - Detail academic qualifications – school, college and university results.
 - Detail professional qualifications and what stage of qualification you are currently at.
- Work Experience
 - Detail name and size of company, nature of business.
 - Detail dates of employment (month & year) and job title.
 - Provide details of your role & responsibilities – ensure these are in bullet points.
 - Add major achievements.