

FIRST IMPRESSIONS LAST

HINTS AND TIPS TO HELP YOU CREATE AN UNFORGETTABLE CV

What is a CV?

- Your working life history and a bit about you as a person to make it come alive
- A brief factual account of your work experience to date including past roles & responsibilities, skills & strengths, achievements and qualifications
- The **first impression** of you that your potential employer will have, so do yourself justice!
- The golden bullet that can **SELL** the benefits you bring to the job

Guidelines

- Must be easy to read – if it isn't, you risk being put aside and forgotten
- Aim for **2 or 3** pages – have a separate sheet for publications / referees to include as appropriate
- Clarify which industries you have worked in and with what type of products/techniques
- Use bullet points not reams of prose
- Organise it clearly using UPPER CASE, underlining, *italics* or **bold** to separate appropriately
- Highlight your **achievements** in each role
- Avoid the use of the word 'I' unless absolutely necessary
- Use **positive** language and avoid slang / colloquialisms
- Be honest and do not give **too much** information – allow for elaboration at interview
- Is your photo really necessary? The interviewer may pre-judge you before you've even met and if emailing your CV photos increase the file size then it may make it more difficult to download
- Don't be clever with tables and images. Avoid coloured paper or fancy fonts. If you plan to fax or e-mail your CV you'll get a much better result with clean fonts and a **simple** lay-out
- Make sure your CV is **up to date** without any chronological gaps

Suggested Layout

- Name & contact details
- Statement describing yourself - what you are and what you seek
- Education and qualifications starting with highest
- Employment starting with **most recent** and working backwards, listing achievements and skills
- Skills / Training - include any languages, professional courses or training undertaken, driving licence details and any professional memberships
- Hobbies and interests - list your hobbies and interests in no more than three lines and don't fail to include any voluntary/charity work you do, or external posts you hold

*The best CV is a DELTA CV:
Direct
Explicit
Lean
Thought-provoking
Accurate*

And Finally . . .

Adapt the CV to suit each job **or** use a covering letter to highlight your **suitability** for each particular job. That letter should be **brief** and contain information **not** in the CV.

A good recruitment consultant will present your CV appropriately having discussed with you where your skills match the role in question. You are unique. Never forget.