

How to write the perfect CV

CV Hints and Tips

1. Don't put everything on your CV! Your CV should make an employer interested enough to give you a call. Save some interesting points to discuss in the interview.
2. Create a profile at the start of your CV, keep it short and to the point, 3-4 sentences should be enough. Include what you want to do now and in the future.
3. Then list your experience in order, with most recent first. Focus on the jobs which are most relevant to the role you are applying for. Make sure you can validate what you put on your CV.
4. In the education section of your CV list all qualifications that are relevant for the role, you may not need everything on there. For the qualifications that remain include: what, where, date completed and grade.
5. If you choose to include interests make them specific to you, boring clichés, such as going to the gym, reading and socialising with friends won't make you stand out from the crowd.
6. Instead of interests you could focus on achievements, for example volunteering work you have done or if you have won an award.
7. Get a friend/colleague to look over your CV, a fresh pair of eyes can notice mistakes you may have missed. Employers dislike spelling and grammar mistakes and it could prevent you from being asked for interview.
8. Make your CV relevant to the role, if an employer is looking for certain skills demonstrate when you have used them.
9. Avoid negativity and adopt a confident tone when you write your CV.
10. Keep your CV updated, if you have taken up a new hobby or done some volunteering make sure it is on there!