

Preparing Your CV

Writing a good, eye-catching CV can be one of the hardest challenges when it comes to job hunting. Your CV needs to have impact within the first 30 seconds of anyone reading it, as most employers just scan to see the key points in each CV to get the gist.

LAYOUT

Personal details: name, address, email and contact numbers

Personal profile: a few short sentences to describe you, how you work and how you can help your future employer

Education and training: list your qualifications from school to university, plus any further courses you may have taken. Dates and grades achieved should be shown

Career history: stick to one format such as company name, dates, job title. Key responsibilities can be listed by bullet points

Hobbies and interests: this will give the employer an idea of what interest you have outside of work

WATCH OUT FOR MISTAKES!

Employers DO look for mistakes on CVs and if they find them, it may reflect badly on you.

We all make typos, so make sure you spend some time checking for typing, grammar and spelling errors.

Another way to avoid this is to ask a friend or family member to look it over with a fresh pair of eyes.

HONESTY IS THE BEST POLICY

It may be tempting to embellish or lie about your achievements, but remember that employers DO perform background checks and contact your references.

The last thing you want is to be caught out in a lie at the interview, or lose your job quickly after starting. Now that would be awkward!

RELEVANT HOUSEKEEPING

Always aim to keep your CV up to date, even if you're not looking for work. This will save you time when you are exploring the job market!

Try to keep it a maximum of 2 pages long, otherwise employers and recruiters lose interest. Keep it factual and to the point, highlighting only the important factors.

If you have some gaps in your CV, it can make employers suspicious. Have you done a course, voluntary work, or developed any new skills? Mention any of these to put a positive spin on things!

If we can be of any further help, please feel free to call one of our qualified consultants

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