

CV WRITING - HINTS & TIPS

A good CV should showcase your abilities, experiences, and qualifications. Convince the employer that you are good enough to be shortlisted for interview.

MATCH YOUR CV TO THE ROLE YOU'RE APPLYING FOR

Read the job adverts for the role and understand what the company needs from you, tailor your CV to the job specification, matching your skills and experiences to the role.

HIGHLIGHT YOUR SKILLS, SUCCESSES & AWARDS

It's important to highlight your skills, and all your successes and awards. Employers will be interested in how well you performed in your previous roles and are likely to scan your CV to see if there are specific words in the CV that match the role they're advertising.

UTILISE TRANSFERABLE SKILLS

You may not have direct experience of everything on the job advert however you may have transferable skills which could help cover gaps in your CV. For example, you may not have used a specific type of technology requested in the advert in any of your prior employment, but you may have used it outside of work.

LIMIT YOUR CV

It is best to keep your CV to a couple of pages at the most. Employers could be sifting hundreds of CVs per role, so limiting your CV to the most pertinent and impactful information could help you be more easily identifiable to prospective employers. You can always say more further along the interview process.

KEEP YOUR CV UPDATED

As you progress through your career your CV will reflect your new accomplishments and experiences. It's a good idea to keep your CV up to date and try to not leave any gaps. However if there are gaps, explain the reason for these and put a positive spin on it. Did you do a course, volunteer work or develop soft skills such as communication, teamwork or project management.

INCLUDE YOUR CONTACT INFORMATION

Make sure you have the most up to date contact details on your CV and they are accessible to the Employer.

PROOFREAD YOUR CV

Your CV is going to dictate the first impression that employers get of you, don't hinder your chances by ensuring you have checked spelling, grammar and the format.