



C.V. Hints & Tips

Why does your Curriculum Vitae (C.V.) matter?

The pace of our working life is fast and furious and so it follows that when applying for a job instant decisions can be made on the basis of a piece of paper - your C.V.

It is vital to have a good C.V. that gets you noticed and on to the next stage of interview because you never get a second chance to make a first impression.

Often some of the best candidates in terms of experience and personality have poor C.V.s that do not create a positive impression or that fail to explain what they can do.

General Hints

Your C.V. can set the interviewer in the right frame of mind about you - he or she may feel more positive about your prospects even before you arrive.

Your C.V. layout should be *simple, clean, tidy and easy to read*. Keep the format as simple as possible.

Job descriptions should be expressive - do not assume that the person reading your C.V. actually knows what you do because of your job title. Employers are looking for real *people with real abilities* - not robots. So explain what you did, above and beyond the confines of your official job description.

Personality is also important but be careful that employers don't get the wrong message from your C.V. A good tip is to avoid highlighting any sort of failure as people can add their own interpretation. Reasons for leaving a job can be included but do not specify negative comments.

It is only useful to add hobbies if they positively enhance your image, such as team building or mind stimulating hobbies.

Other Useful Tips

- Qualifications need to be arranged to show the most recent first - to demonstrate ongoing professional development
- Each step of your career should be prioritised so that the strongest and most relevant aspects gain more attention than the early stages
- If you have been in the same company for more than five years make it clear how your job has changed and evolved, even if your job title remains unchanged
- Headings should be attractive, brief and consistent, so that readers can tell where one piece of information begins and ends.

Suggested C.V. Format

Page 1

This should contain your personal details, i.e.;

- Name
- Address
- Date of Birth
- Education
- Qualifications
- Courses attended
- Any Computer/Software packages used

Page 2

This should contain your work history, commencing with your most recent position. Even if you have only had a weekend job or 'work experience', this should all be included.

Page 2/3

This should include your hobbies and interests. Also detail any achievements – e.g. School Prefect.

When you have finished your C.V.

In addition to running a spell-check over your work, always check through thoroughly yourself. If at all possible, get someone else to read it – they will probably be able to offer useful feedback and advice.

Remember:
This is your chance to convert your
C.V. into an interview - good luck!