



CV Advice

Your CV is the most useful tool in promoting yourself. It is your opportunity to highlight your skills and experience in the best possible light and to make sure you stand out from the competition in your quest for the ideal job.

It is also generally the first point of contact you have with a potential employer so getting it right is important.

The best CVs are always simple, uncluttered, easy to read and have a concise style. It is best to avoid fancy fonts, pictures or photos and frames or borders. Ideally, your CV should be two pages but should definitely not exceed three and you should keep all personal details on the first page, followed by your career history.

Make sure your CV is consistent and everything included in it contributes to the overall message you are trying to portray. Avoid self-opinion: you need to be factual and objective. In order to show your strengths, focus on the benefits of your achievements.

Structuring a CV:

- Name
- Contact details
- Nationality
- Education: details should include qualifications and grades, working from the most recent backwards
- Most recent role: including start date and end date (if applicable). Information here should include;
 - Name of Company
 - Job title (or most recent job title)
 - A brief description of your role including key responsibilities and key achievements
- Previous employment – most recent first. Details as above
- Key skills
- Any other relevant or interesting information. This could include any memberships you hold, voluntary work you have undertaken and sporting or leisure interests. Also include any computer skills.

Some people like to include a personal statement at the start of their CV. This is purely a matter of taste but is by no means essential and in our experience few clients read it. However, if you do want to include one, ensure it is well written, grammatically correct and that any claims you make about yourself are later backed up. (If you say you are a good team player, make sure this is mentioned elsewhere.)

Always make sure that you thoroughly proofread your CV, errors are extremely off-putting especially in the world of communications!