

## YOUR CV

Your CV is a marketing tool. Its job is to create a good first impression, communicate your experience and get you an interview.

### *Presentation*

- Always type your CV
- Check for spelling and grammar. Errors look sloppy, so use a dictionary, not just the computer spell check
- Double check all dates and qualifications
- Use bullets, tabs and bold to make it easy to navigate
- Choose an easy-to-read font, no smaller than 11 point, and avoid computer graphics
- Print on decent quality white A4 paper

### *Your personal details*

- Name, address, contact phone numbers (home, work, mobile)
- Date of birth
- Marital status
- Nationality, and visa details if applicable

### *Your education*

Start with the most recent, and include both school and university/college qualifications, with grades and dates. If you have a long work history, this section doesn't need to be too detailed and might be better after your employment history.

### *Your professional qualifications and skills*

List all your professional qualifications, relevant courses attended, your IT systems knowledge and level of proficiency, and any foreign languages.

### *Employment history*

Begin with your current/most recent position. Include the name of the company and, if it's not well-known, the nature of its business. State your job title and the dates you were employed.

Describe your current/most recent position in detail, with responsibilities, duties and main achievements. If you have extensive experience, jobs earlier in your career can be kept brief – your last role is what the interviewer is really interested in, so make sure it's easy to read and ideally on the first page.

Don't leave gaps. If you've taken time out to travel, include it. Reason for leaving isn't always necessary, but if you've temped for a long time, or have changed jobs frequently, it's advisable to explain why. Give real, positive reasons – don't just say you needed a new challenge.

### *Personal interests*

These say a lot about you, so be specific. Rather than simply saying 'football', include that you play for a local team and was club treasurer for the season. Be prepared to answer questions on your interests, so don't list things for the sake of it.

## *References*

You should be able to provide references to cover the last five years, but there's no need to include them on your CV. 'References available on request' is fine.