



C.V. SAVVY

Here are some useful tips and advice for both employers and prospective employees. This information will help you to develop an effective Curriculum Vitae and explain why the CV is so crucial in achieving selection for that all-important interview.

Looks count for a great deal

First impressions are so important. Make sure your CV is presented clearly, neatly and simply. Kick out the clutter. Use headings to break up your CV into logical and easily read sections. Keep sentences short and, where appropriate, use bullet points to highlight key information.

You should also use good quality paper and your CV should, ideally, be no more than 2 pages in length. Don't forget to spell-check your document!

Honesty is always the best policy!

Be positive but truthful about your skills and personality. It's a good idea to stress special skills or experience early on in your CV. Keep to the facts and avoid making subjective claims that you can not support. Above all you must be happy that your CV is a true reflection of you as a person and is written in language that you would use yourself.

Sound structure adds strength to your CV

Clearly and logically structure your CV so that employers can assess your details easily. We recommend:

- Personal details (name, address, phone/fax)
 - only assign qualifications to your name that are critical to your career
- Personal profile
 - a three or four line overview is all that's required
- Key skills and experience
 - list only relevant skills and experience and be prepared to back up your claims
- Career history, responsibilities and achievements
 - start with your most recent job and work backwards
- Education and qualifications
 - list academic and professional qualifications plus relevant studies or training
- Personal information
 - personalise your CV as much as possible

Finally, make sure your CV is distinctive, professional, interesting and always up to date!