



Your CV tells the story of who you are and what you can potentially do for your new employer.

For this reason it must make you stand out from the crowd, and work as a selling tool, which will in turn help you secure an interview.

First impressions count and therefore your CV must tell your story at a glance. The layout, the style of presentation and the content must be aimed at the target reader.

A potential employer must be able to see at a glance your strengths and qualities, qualifications and training, career history with precise start and leaving dates, and your responsibilities and achievements.

The 10 Golden Rules of Writing a CV:

1. Always ensure that all information is 100% factual
2. Always ensure start and leaving dates are 100% accurate
3. Always check carefully for spelling and grammatical errors
4. Always explain all gaps in employment
5. Always ensure your responsibilities and achievements are clearly stated
6. Always use bullet points where possible, so that your experience stands out
7. Do not jazz up your CV with images & colour
8. Do not use font sizes smaller than 11pt so that your CV is easily read
9. Do not use text speak only use abbreviations if they're universally known
10. Do not write too much – only the relevant information is necessary

CV Writing Guidelines

To ensure you have the correct information on your CV include the following:

Your Contact Details

Name, address, contact numbers and e-mail address so interested employers can contact you easily.

Personal Statement

One paragraph maximum that immediately captures the attention of the reader and entices them to find out more about you.

Tip: take your main skill and relate it to the job you are applying for, to show employers why you meet their needs.

Work Experience

List your most recent position first, continuing in reverse. Include clearly the name of the company, location, dates of employment (month & year) and job title.

Try to use bullet points where possible. Highlight your responsibilities and achievements in each role so the person reading your CV can match your experience with their job description.

Explain any periods of time that you were not working.

Education

List your qualifications, education and training concisely, again in reverse order.

Skills

Include every IT package or program you have used. Also include any foreign language skills you have gained. State whether you are at basic, intermediate or advanced level.

Hobbies & Interests

This is optional and often used to fill space. The idea is to give the interviewer a more rounded picture and something more personal to discuss at the interview.

References

It is not necessary to list referees on your CV, but it should state they are available on request.

And finally...

Check for spelling or typographical errors. Spelling errors scream lack of care, an undesirable quality for an employer.

Always remember you're not writing your CV for yourself you are writing it for your reader. Keep it simple and to the point. As you write your CV, put yourself in their shoes.