



CV guide

What is a CV?

A CV is an important document which records relevant facts about you, such as your skills, work experience, education and personal details. **If you want to find work, you need a good CV**

Why have a CV?

- Your CV is your passport to a job interview. It's your chance to show an employer you've got the skills and experience they need, and that you're the right person for the job.
- Your CV will highlight your achievements and your suitability for a job.
- A good CV will make it easier for employers to find out the things they want to know about you.
- Having an up-to-date CV means that you can respond quickly to current job vacancies.
- It enables you to market yourself speculatively to organisations that you would like to work for.
- Additionally, a CV is a handy reference document which you can use to fill in job application forms.

General Tips

Do:

- Use headings or bullet points and space between paragraphs as this will make your CV easier to read.
- Use good quality white or cream paper if sending through the post, and use e-mail whenever possible.
- Choose a font style that is easy to read such as Arial or Calibri.
- Use font size 11 or 12.
- Make sure your CV is accurate and proofread -ask someone else to check it over for mistakes.
- Aim to have a maximum of two sides of A4 paper.

Don't:

- List full addresses of previous employers or places of learning –town and/or county is sufficient.
- Have a 'comedy' e-mail address or voicemail message on your mobile phone-change it if necessary, as it makes a bad impression to a potential employer who may contact you
- Include a photograph- however nice it is!
- Lie or exaggerate about your experience or qualifications.
- Be too modest –remember that you are 'selling' yourself to a potential employer.

Remember to adapt your CV to the requirements of a job advert or job specification that you are applying for. You don't have to use the same CV every time.

You can have different versions, each for a different kind of job, or you can tailor your CV to suit the job you're applying for. It isn't a case of one size fits all.