



Top 10 Tips for Writing a CV

1. Use a confident tone and positive language
2. Concentrate on your achievements. This means listing things you have done – such as prefect duties or awards won
3. Make your most relevant experience and skills prominent to encourage the employer to read on
4. Keep it to the point and concentrate on the quality of your achievements, not the quantity
5. List other skills that could raise you above the competition such as languages and IT
6. Check thoroughly for correct spelling and grammar – for a recruiter spotting errors is a quick and easy way of weeding out the weaker candidates when faced with a mountain of CVs to read
7. Appeal to your audience, ensure you have relevant keywords in your CV
8. Capture immediate attention, make the CV professional and clear, use 11 font for main content
9. Make sure you include all your education and prizes awarded, research and outside interests
10. Be truthful! You must be able to back up all comments



Classic Guidelines

The Do's and Don'ts

You only have two pages to sell yourself, so your CV needs to be a powerful marketing document which markets you to a prospective employer ahead of other applicants. It is important to realise that **the purpose of a CV is not to get a job, but to get on the short list for an INTERVIEW.** You do not need to write your life history: don't tell them everything or you will have nothing left to talk about at the interview!

You need to match the content of your CV to the needs of the organisation you are applying to. It should highlight your education, academic history, skills and any work experience you have which is relevant to the role or organisation you are applying to. Use evidence to demonstrate that you can provide the skills the organisation needs.



- Decide what font works best for you and only use that one. Our suggestion is 14 font for your name and 11 font for the rest of your CV. Use Ariel or another clear font style that is easy to read – why not look at Tahoma or Verdana?
- Capitalise and bold your major headings and use bold for any sub-headings
- Write your name on the top of each sheet you write
- Be crisp and concise – recruiters hate too much reading!
- Be appropriate to the situation (if you are applying for a graphics role make sure you use some of your expertise to make an impact)
- Make it attractive and appealing to the eye
- Write in statements – bullet points are effective but be careful as some recruitment software packages lose these when uploaded
- Avoid using the word 'I'
- Use action/power words at the beginning of each statement
- Do not be afraid of white space
- Write headings which suit you and your experience/history. The headings in the CV example are for guidelines only
- Make sure it is two pages long – max!



- Don't use the words Curriculum Vitae – the reader knows what it is!!
- Don't add a photograph (unless you are applying for a job for which a photo is essential)
- Don't include a full job description of previous roles
- Don't list non-essential/irrelevant personal information
- Avoid long sentences
- Do not write lists – such as your GCSE's

