

HINTS AND TIPS FOR A SUCCESSFUL CV

1. Keep it **short and sweet**. Make sure it is clearly formatted and short enough for the recruiter to scan through quickly. No more than 2-3 pages of A4 maximum.
2. Always **tailor** your CV to each role you are applying for. Use the job advert to work out EXACTLY what skills and abilities you need to focus on to show that you are a good fit for the role.

Think about:

- ✓ The skills you have
- ✓ Your experience
- ✓ Your achievements
- ✓ Your interests
- ✓ Your ambitions and goals

3. Use **bullet points** and boost each point you make with **active verbs** to showcase what you have done. Remember: Short documents and succinct paragraphs have the most impact.
4. Choose a professional **font** – Arial or Calibri for example.
5. Present your points in a **logical order** – spacing and reverse chronological order.
6. Have perfect **spelling and punctuation** – always! Ask friends or relatives to check for you.
7. Avoid **overused clichés** and words or phrases that don't carry any real meaning.
8. Save each version of your CV as a **unique** file.
9. Remember whatever you put on your CV, you should be prepared to confidently **discuss at interview!**

**BE POSITIVE, CONFIDENT AND SURE OF YOUR ABILITIES –
AND RECRUITERS WILL BE TOO!**