

CV Tips

In today's market it is more important than ever that your CV is as strong as it possibly can be.

This is your first chance to sell yourself and convince the reader that you should be invited in to interview.

The Do's

- Start with a profile summarising your key experiences, achievements and aspirations.
- Provide a summary of educational and qualification details, including grades and dates. Start with your most recent qualifications and work backwards. If you have a degree note this before your A levels.
- For each employment position, use bullet points rather than paragraphs. Note specific dates of employment, location and industry sectors.
- Clearly indicate the progress you have made including specific achievements and successes.
- Use good quality white paper with a plain type face, avoiding italics, decorative fonts and graphics.
- Attach a covering letter explaining specifically why you are suitable for the job.
- Check and double check for spelling and grammatical errors. A fresh pair of eyes may help.
- Where appropriate, tailor the CV to the position you are applying for.
- Ensure all the information provided on the CV is factual and accurate.
- If you have had any breaks in employment it is helpful to note what you have been doing during that period, i.e. travelling/raising a family.
- Leave your hobbies and interests until last, and keep this section brief.

The Don't's

- Do not waffle; you must keep the detail interesting and easy to read.
- Do not use more than 3 pages.
- Do not forget to include your contact details, i.e. home email address, home and mobile telephone numbers.
- Do not leave any career gaps unexplained.
- Do not use jargon or detail points which are irrelevant.

If you would like to discuss your CV in more detail or would like us to provide you with a template, please contact us and we will be delighted to support you.

Pure

Resourcing
Solutions

Accountancy
Financial Services
Human Resources
Office

01223 209888

01245 708808

01473 250990

01603 216450

To sign up for job alerts and for more information please visit our website.