

TOP TIPS FOR CV WRITING

1 KEEP IT SHORT AND CONCISE:

Your CV never need to be longer than 2 pages. An employer will never spend more than 8 seconds looking at the CV.

2 DON'T GIVE TOO MUCH AWAY:

A CV should be a brief summary for an employer. You don't need to go into a huge amount of detail - try and keep it as concise as you can and save the details for the interview.

3 PERSONALISE IT:

Where possible, tailor your CV to the job that you are applying for to show your employer that you really want this job and have put thought and effort into your application.

For example, if you are applying for a customer service role, showing good communication and sales skills can be important.

4 CONNECT THE DOTS:

Try not to leave any unexplained gaps. If you are writing a cover letter, you can use this as good space to explain any missing pieces.

5 CHECK YOUR SPELLING AND GRAMMAR

Easy mistakes to make, but having immaculate spelling and grammar really does show your future employer your attention to detail. They are always impressed when a well constructed CV is handed to them.



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6 SUPPORT YOU STATEMENTS WITH EVIDENCE:

Where possible, always try to add facts and figures to back up the skills and experience that you have.

7 STAND OUT FROM THE CROWD:

Remember your employer is just like you, so don't be afraid to relate to them and be yourself. This is also your moment to shine and grab their attention – don't undersell yourself.

