

# CV Writing

Our top ten tips to help you write or tweak your CV:

- 1 Pay attention to the layout.** Order your CV so the most relevant information is near the top (achievements / work experience). Make sure the fonts, text size and spacing are consistent throughout. You want to give a professional first impression when people look at it.
- 2 Language.** Use language that is clear and easy for others to understand. Try to avoid using too much jargon. Using bullet points can help break up long paragraphs and sentences and remember to optimise your CV with content and key words that are searchable for internal recruiters/agencies to find you on CV job boards / LinkedIn etc.
- 3 Tailor to each application.** You may want to tweak your CV to bring out relevant skills or experiences for a specific job application. If you do then make sure you keep a clearly labelled copy to refer back to before the interview.
- 4 Work experience.** Spend more time explaining your most recent roles and highlighting relevant experience and achievements. Summarise details of your early career which is less relevant, this will help keep your CV an acceptable length.
- 5 Gaps.** If there are any gaps in your CV then make sure you explain the reasons for the gaps to avoid the reader making their own assumptions and make sure you clearly label any contract or interim roles.
- 6 What to include.** Your CV should include your contact details, a personal summary, employment history (including dates and achievements), education & qualifications, hobbies & interests. We would suggest laying them out in this order and whilst we don't personally adhere to the "two pages only" school of CV writing, makes sure you avoid writing a novel!
- 7 Sell yourself.** Make sure you highlight your personal and career achievements. Be specific about numbers if you worked to targets. You may also include examples of projects or clients you have worked with to help illustrate your experience.
- 8 Get a 2nd opinion.** Ask a family member, friend or colleague to read through your CV to check for errors and make suggestions. It's better for them to spot mistakes instead of a potential employer or recruiter.
- 9 Hobbies and interests.** Including these will help the reader to understand more about you and can create some good talking points when at interview.
- 10 Keep your CV up to date.** You never know when you may need to apply for a new job so keep your CV up to date and accessible for when you need it.