

CV Tips

Think of your CV as a shop window - something that creates a desire to find out more. It's a tool to generate initial interest, not a thesis, so keep it to the point and tailor it to the specific job you're applying for.

Chances are your CV will be one of many being considered for a role. To capture interest you need to immediately demonstrate what you're about and make a real impact from the outset.

Format

Keep it clear and concise at all times. You could be the next Richard Branson, but if your CV isn't clearly laid out and appealing to the eye it could well be quickly discarded.

Bullet points always help (no-one wants to read reams of text), as does a crisp font. Never go for style over substance.

Content

Wherever possible keep your CV to two pages, three at a push.

Consider what will help you secure an interview and what won't (e.g. while you may love your four cats very much, chances are this won't affect whether or not you get the job).

Never, ever, lie. You will be found out at interview stage.

Profile

This is your chance to introduce yourself as a person, what makes you tick, why the reader should want to meet you. Give them a feel for your personality but don't overdo it - just because you think it's quirky doesn't mean the reader will.

Work History

Employer name, job title and dates are all important here but full postal addresses, company history, size and so on really aren't. Remember, potential employers are more interested in you and what you've done.

Key skills and responsibilities are of course important, but you must demonstrate what you've achieved in addition to what you can do. You need to prove to potential employers that you'll be able to add real value to their business. Specific achievements will vary depending on what it is you do but should always leave the reader wanting to know more about how you did it.

Education

Employers will be keen to see academic achievements but these will always be secondary to experience. Keep qualifications short and sweet.

Hobbies & Interests

Show you've got a life outside of work. This section is always a nice opportunity to show off a bit of your personality, but don't go overboard.