

# CV tips.

The most successful CV's will be free from mistakes, full of detail, relevant experience and relatively short and snappy.

Usually the best CV format is a reverse one in reverse chronological order:

- **Basic/contact information (name, address, email address, contact phone number).**
- **Profile section detailing your experience and areas of proficiency.**
- **Reverse chronological employment history emphasising recent achievements.**
- **Education (Recent graduates may put this at the top).**

Use plain white paper and black ink. Use a clear font, ideally 10/12 point. Make headings bold and use space to break up the page. It makes the reader feel immediately negative towards you if they are confronted by a full page of small, tightly spaced text.

Although you may like unusual fonts and may be proud of your large clipart collection, many people will not share your views. It is better when writing a CV to aim for a smart, professional look rather than a flash multi-coloured masterpiece.

A one page CV is unlikely to contain enough information for people to decide they want to interview you. Likewise people do not want a slipped disk lifting your CV. Obviously use your judgement, but it is more important to include detail on your most recent positions and avoid great detail on what you did in 1973. Typically between two and four pages will suffice for most people.

Make sure you spell check and proof read your CV before submitting and be especially careful with names etc. that will not be in a spellchecker. Also keep your CV up to date, it is amazing how many people just add their most recent position to their old CV without updating previous positions to the past tense or giving leaving dates. Use dates to show when you did things and avoid vague references such as "one year". Include months as well as years for start and end dates for previous positions etc.

Your profile/summary statement should sell your skills and experience and avoid vague meaningless generalisations that could apply to anybody.

Many candidates lose their readers in the beginning. Statements like, "A challenging position enabling me to contribute to organizational goals while offering an opportunity for growth and advancement," are overused, too general and waste valuable space. If you're on a career track, replace the objective with a tagline stating what you do or your expertise.

Avoid using personal pronouns such as "me" or "I".

Cut down on personal information that is not relevant to your career. At this stage nobody needs to know your height, weight, children's names, marital status etc. don't go overboard on a hobbies/personal interest section unless they are relevant to your job.

It's such an obvious one but still so many CV's are received with spelling mistakes and grammatical errors. Get all of the small, but important details right, like the spelling of someone's name. CV's with spelling mistakes will end up in the recycle bin.

In addition to paying attention to spelling and grammatical errors, also remember to review your CV from the reader's point of view. Analyse, how easy is my CV to read?

Use this 3-step check list to ensure your CV will create the impact it deserves:

- **Use bullet points where possible and keep every sentence short and to the point.**
- **Spacing is crucial when it comes to a long list of job titles and tasks. So, take a step back once you have everything on the page and consider how easy it is to read, try 1.5 or double spacing your sentences to improve readability.**
- **If you have any doubts ask a friend to check over it for you and have them give you their feedback.**

*"Your digital footprint speaks volumes" ~ Bernard Kelvin Clive*

Social media is pervasive over all aspects of life. Used correctly, social media can play an important and powerful role in getting you your next dream role.

Choosing to include your social handles into your professional profile section, such as LinkedIn and Twitter, can be a really powerful way of showing that you are genuinely interested in your industry. Simple steps, such as engaging with industry groups and commenting on relevant articles, show that you have an active and inquisitive mind. If you are actively involved in your industry or desired industry on social media, showcasing this can give you a huge competitive advantage over other candidates.

**TOP TIP:** only use social media on your CV if you are happy with your digital footprint and that it gives a positive and well-rounded impression of you. Don't direct potential employers to your profiles if you have nothing to offer other than pictures from nights out.

A CV needs to go a step further than simply listing your work experience on a page. While experience is important, the more vital thing is showing how useful your experience can be.

Follow our top 4 tips to make your experience shine:

**Focus on the most recent and relevant roles:** A job you held ten years ago that has little to no relevance to the new role you are applying for should just have a small list of tasks. There is no need to go into any detail for these roles as it will only take up valuable space.

**Make it relevant to the role:** Showing how your experience will help to solve problems is a powerful way of illustrating how aligned you are to the role.

**Bring it to life:** actively show the employer what you have achieved, include any outstanding results and back it up with stats to showcase how you made an impact during your time. Any internal and external awards will further add weight to your career history.

**Get techy:** We live in a digital age, make this work to your advantage. With many fantastic online resources, it's never been easier to create a portfolio of work using a drag and drop website creator. Not just activity resigned for designers, anyone, from marketer's to lawyers, can take advantage of this technology to bring your experience to life in a creative way.