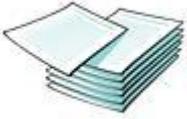




## Writing a good CV



**One size does not fit all!** Don't use exactly the same CV for each job you apply for. Check the job and person specification in the advert and write your CV describing how you meet what they are looking for.



**You only have 30-60 seconds to attract the employer's attention.** You can do this by writing a personal statement that shows your skills and how you can use these in the job you are applying for. Ask someone you trust to read it over and suggest how you can make it as good as it can be.



**If you are making a complete job change write down the following list.**

- Things you are good at
- Things you love to do
- Things someone will pay you to do

Then pull all of this information together to develop your CV to show your passion and skills to develop in this new area.



**Go over your previous jobs/ work experience or volunteering and identifying the key things you have achieved:** Some examples are given below but you will be able to think of areas that specifically apply to your own experience.

- Reaching and going beyond targets set
- Putting into place systems that made things better
- Winning awards
- Completing projects
- Supporting and motivating co-workers and team members
- Training new staff
- Problem solving - give examples



**Avoid Gimmicks!** Of course you want to stand out from the pile of other applicants but as a rule employers don't like gimmicks like, fancy letters, photos, coloured paper etc.



**Get the order right.** As with a job application, fill in your education and qualifications in the order that it happened but for work, fill in your most recent experience first.

**Arial**

**Present your CV well.** Your CV should be printed on A4 sheets, if you are posting your CV rather than emailing it, use good quality, white paper. Use a plain font like Ariel or Tahoma in a 10 or 11 size font.



**Don't make your CV too long.** No more than 3 pages is an okay length. Read your CV to make sure you only have the main information in it.



**Use good key words.** This will catch the employer's attention. Find the key words for your sector and make sure that you use them wherever you can in your CV.



**Read it through before you send it.** Use your computer to spell and grammar check it. After finishing your CV read it out loud and make sure that everything you have written makes sense. Make sure sentences are not too long. Write sentences that say something important and stand out.



**Write a covering letter.** Your covering letter is the first step in getting an employer to read your CV. some of your successes in your covering letter as bullet points - again this will grab the employer's attention.