NAIL THAT CV!

A CV is your first opportunity to impress a potential employer and a good CV will increase your chance of getting invited to a face to face interview.

So what makes a good CV? To make sure your CV has it all, it should include everything below:

- **Contact details** – Make sure any telephone number or email address you provide is accurate

- **Personal profile** – This is the bit at the top of the page which will help you to stand out from the crowd. It summarises who you are and what type of job you are looking for, so it should always be tailored to the job you're applying for

- **Achievements** – These can either be personal or professional

- **Key skills** – These are particular skills you are good at. You will find a list of examples in your pack in the 'Reserves' section on page A. We've also thrown in some 'key qualities and attributes' on page B for good measure!

- **Education, qualifications and training** - Put your most recent first

- **Work experience** - Always include any voluntary activities

- **Hobbies and interests** – You can also include extracurricular activities or projects you have been involved in during your education

- **References** – Always tell your referees that you are putting them down so they can be prepared for any requests for a reference
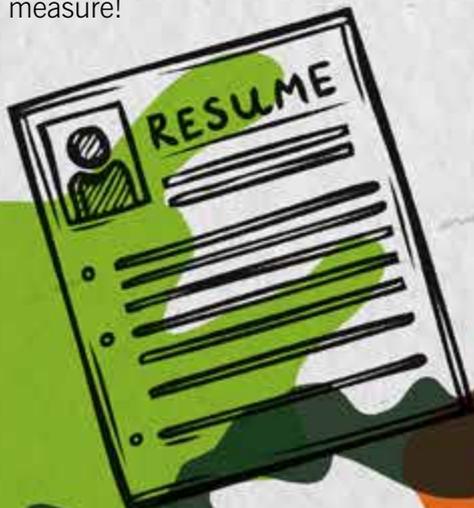
WHAT NOT TO INCLUDE!

There are some details that should not be included on your CV. These include; date of birth, ethnicity, sexual orientation, marital status, religion and your national insurance number

This information is not necessary and in some cases, can lead to employers discriminating against you.

Presentation is key!

It is important that your CV is easy to read, uncluttered and clearly presented:

- Be concise, don't waffle! Your CV should be between 1-2 pages long

- Use a clear font such as Arial, Times New Roman or Verdana at size 11 or 12

- Use black ink

- Use bullet points

- If you are sending a hardcopy of your CV to employers, make sure that you have printed it on good quality white paper. It is also good practice to include a covering letter with any CV you send to an employer (see our top tips on pages 12 -13)

Be Professional!

- Do not use slang language

- Ensure that you have used a professional email address

- Do not lie on your CV. It's not worth the risk!

- Ensure that you have no spelling or grammatical errors. Read it, re-read it and get someone to proof read it

REMEMBER!

Tailor your CV to the job you are applying for using key words from the job advert, job description or person spec – tailoring your CV is a pain, but it's a must!

Keep it up-to-date. Your most recent experience/achievements should be first, sometimes referred to as reverse chronological order.

We have included some examples of CV's for you in the 'Reserves' section of this pack lettered F and G.