



## Tips for writing a good CV:

1. Remember it's a marketing document and the person viewing it won't have much time to look at it. Your needs to be clear, succinct, attractive looking and to have the most relevant information at the front. Avoid spelling errors and make sure you proof it and perhaps get another person to look at it.
2. Keep the first person ("I") out of your CV unless in a specific situation and make sure the document is reasonably formal rather than conversational.
3. Try to keep your CV to a maximum of 4 pages or less if you have a shorter work history or the role is lower level.
4. Put your pertinent details (name, phone contact numbers, email) at the top of your CV rather than on a cover page. You may want to put your name and a contact number in the footer on all other pages.
5. You may want to include some of the following on the first page of your CV:
  - ◆ a line by line work history list,
  - ◆ your key competencies and a short description of what they mean in quantifiable terms,
  - ◆ key achievements,
  - ◆ personal strengths.Choosing which of these to include will depend on your experience, the role you are applying for and the relevance of your experience for the role.
6. With your detailed work history provide more detail on the most recent jobs and less on those in the past. At the same time make sure there are no gaps in your work history that are unaccounted for.
7. Include a list of both your responsibilities and your achievements. Your achievements include what you actually achieved and these need to be quantifiable. These can be set goals or they could be what you did over and above the requirements of your role.