

TOP TIPS FOR CV WRITING

It must:

- Look professional, have immediate impact and be easy to read
- Contain short, concise and relevant information
- Immediately sell your achievements. Each bulleted achievement should answer three questions: **Why** did you do it, **what** did you do and **So What?**
- Have no grammatical or spelling errors and no obvious gaps
- Contain the following, probably in this order:
 - **Name, address, contact telephone numbers and email**
 - **Profile (short paragraph describing where you will add value, write this last, it is the hardest part of the CV!)**
 - **Key skills (for some roles, in case CV is being scanned)**
 - **Career History (Chronological list of jobs, most recent first)**
 - **Key Achievements under each role**
 - **Education, Qualifications, Training and Development (select those that support your positioning and role applying for)**
 - **Personal details and Interests**

It must not:

- Have referees' names, salary details or reasons for leaving a job
- Have a photo (except in certain countries – check what is the norm)
- Have too much personal information – again, check what is usual for your country
- Have lots of boxes, lines or too much bold or italics – these are all harder to read (and scan!)
- Have any lies – you will be found out eventually!