**CV GUIDANCE & TIPS**

Have your Name & Address on the front page at the top along with 3 ways to contact you. (mobile, home number & email) n.b if you do not have a professional email address, set one up specifically for your job search

**Profile** – Write a profile / introductory paragraph including the reason for your search, what type of role you are looking for & a little bit about your work ethic or approach to work. Try not to use empty words in this section like “forward thinking etc”

**Education / Qualifications** – These should always be on your CV, however it depends how relevant they are as to where you place them. If they are not integral to the role you applying for then perhaps have them after your career history, if they are important & relevant to the roles you are looking for then have them after your profile.

**Skills & achievements** – In this section you can mention all of the skills you have in which you do not necessarily use on a daily basis within the work place. i.e mail merge, audio typing etc. Also list all of the computer skills you have. i.e “MS Word, MS Excel, MS Outlook, SAP, Sage line 50 etc”. With achievements, you want to mention at least two work-based achievements in which you can demonstrate your attitude & approach to your work. i.e setting up of a new system or process. Solving a difficult problem, winning an award etc. These should be no longer than 4/5 lines for each one.

**Career History** – Start with your most recent first & go back in date order, please use full dates where you can, the company you worked for & your job title. Your duties need to be bullet pointed & you will need be specific about each one. i.e do not just write “minuting meetings”. Try & quantify where you can, think about this in terms of frequency, volume & level. i.e “minuting **weekly** **board level** meetings with **twelve** directors in attendance”. Make sure that for your most recent position you have given around half a page of duties, especially if this is the direction your career is going in.

**Interests** – It is always a good idea to include a paragraph about your interests, as it is a little bit about your personality at the end of your CV.

Please keep your CV as one font style, but use italic or bold to differentiate between the sections. If you have a long career history, you do not need to keep your CV to one or two pages. If it happens to roll onto a third, then this is not the end of the world. However, if you are just starting out in your career, you do not want a CV that is over 2 pages. Use your common sense. A CV needs to be personal to you, with your words. Always get a friend or family member to read it for you & see if it makes sense. Check the spelling & grammar & do not use terminology. Word your CV in generic terms & make sure that you proofread it before you send it out.

**Name**

**Address**

**Telephone, Email**

**Profile**

Please try & keep your profile to around 5 lines

**Education & Qualifications**

BA (hons) in ………….

University

A Levels in ……………….

Any other relevant qualifications……….

**Skills & Achievements**

IT Skills………………

Other skills…………..

**Achievements** – no more than around 5 lines for each

**Achievements** – Sum up & use the space wisely

**Career History**

**Day/Month/Year**

**Company**

**Job Title**

* Duties, be specific & expand. They should make sense
* Quantify where you can – Frequency, Volume, Level
* Did you use any specific IT systems for the duties

**Interests**

A short paragraph about you & some of your interests