



Tips for successful CVs

Keep it simple and highlight your strengths

- Your CV should sell your strengths, achievements, experience, skills, qualities and any unique selling points (USPs).
- Providing supporting evidence throughout your CV will make you a more credible candidate and set you apart from the other applicants.

Only 30 seconds to make an impression!

- A well-presented, structured and articulated CV will immediately create a good impression and persuade recruiters to read on.
- Make your information simple and to the point to maintain the reader's interest.
- Keep paragraphs and sentences short and use bullet-points to aid your presentation.
- Eliminate irrelevant information. Your CV should be no more than two pages long

Pay attention to detail

- Update your CV regularly.
- Make sure the basics are accurate (home address, phone numbers, email address).
- Check your spelling carefully and avoid over-bearing headings. Ask someone else to proof read your CV.

Match your CV to the job

- Adapt your CV to the job you are going for.
- Ask yourself the following questions:
 - 👍 Does my CV highlight the key skills and qualities the job requires?
 - 👍 If I was looking at this CV- would I call myself for an interview?
 - 👍 Does my CV show that I am organized and have good eye for detail?
- If you can answer **YES** to these three questions you have a chance of being called for an interview.

Effective CV presentation

- If you can, convert your finished CV to an Adobe PDF format and send it with your Microsoft Word file. Adobe PDF documents cannot be altered and will avoid any formatting errors appearing in your CV.

