

CV Advice

Your CV is a marketing tool designed to do one thing, secure you an interview. It is an opportunity to sell your skills, and highlight your strengths and achievements and should aim to grab the interest of the recruiter.

A lot of recruiters may only glance at your CV which means you need to make it stand out and make an impression quickly.

Below is an example CV which details key points to be included.

Example Layout of a CV

Name

Address

Other Contact information

(E-mail, mobile etc - you do not need to include marital status, nationality etc)

PERSONAL STATEMENT

Always begin with a personal statement. Your personal statement is perhaps the single most important part of you CV. Get it wrong and your chances of being invited to interview are drastically reduced.

Aim to keep this section to couple of paragraphs ensuring you highlight your professional attributes and goals.

EMPLOYMENT

Employers typically spend more time on this section than any other so it is important to get it right. Always begin with your most recent job and work backwards.

Job Title

Company Name - (you could insert a hyperlink here so the recruiter can obtain information quickly on the company)

Location

Dates of Employment

Give a brief introduction to what the company does and explain a bit about the responsibilities your role covered. This can be written or in bullet point form.

Key Achievements:

- Provide a list of the key achievements you have made in your job
- Try to give examples and give evidence of achievements such as percentage increases or financial figures etc
- Provide enough information to entice your potential employers to want to invite you for an interview

Job Title

Company Name - (you could insert a hyperlink here so the recruiter can obtain information quickly on the company)

Location

Dates of Employment

In general, for older jobs you should keep the details slightly shorter, only offering the relevant and essential information that will enhance your CV and help secure an interview.

Key Achievements:

- Always try use examples and phrases that differentiate you as a candidate
- Always try and tailor your CV for each job application to match the requirements of the job you are applying for
- If something isn't relevant then leave it out

KEY SKILLS

Technical Skills:

- Demonstrate here you have the relevant skill/knowledge required to be successful the role
- Include any relevant training courses and any accreditations you have achieved
- Demonstrate skills that show what an asset you'll be to the company
- Think about what particular skills are important for the job you are applying for
- Look at the advert for key skills they are seeking and ensure this is included in your CV

Personal Skills:

- Think about your main attributes that are essential for the roles you are applying for
- Team work, flexibility, effective communication and problem solving abilities are qualities employers like to see, highlight this by giving specific examples
- If you are changing your job, highlight the transferable skills you will bring to the company

EDUCATION

Professional Body
Location
Course Title, Grade

List the industry specific qualification you have gained first. Employers see this first and can clearly see that you have the knowledge and skills to do the job.

University Name
Location
Course Title, Grade

Explain how your course helped you develop your knowledge in the areas that are relevant to the position you're applying for. If you have switched direction from the topic you studied, you may want to briefly explain the reasons behind this decision.

College Name
Location
Course Title, Result
Course Title, Result
Course Title, Result
Course Title, Result
School Name
Location
Grades/Results

List a small selection of the courses you took that are relevant to your career path.

PERSONAL INTERESTS

This section is where you can demonstrate your personality and remember to only tell the truth! Include any outside interests that will enable a potential employer to understand what motivates you and what personal skills you have.

Look at the advert and include suggested personality traits that maybe required for positions. Demonstrate any examples in hobbies you might have.

REFERENCES

It is best advice to say "References are available on request". Employers will ask for contact details once they have expressed interest in pursuing your application further.