

Simple Guidelines to Achieve the Best

These templates have been designed to help you confidently write a CV . Although there are many variations of an office CV and different people will offer different suggestions, if you follow the template and guidelines you should have a good, solid CV to present to your next employer.

- Do not included any photos on your CV. It is your skills that are important, not what you look like.
- Do not include your date of birth – this will avoid any age discrimination.
- Make sure that your email address is professional and creates the right impression. It might be a good idea to have one specifically for your job applications and correspondence.
- Check and make sure that your mobile number is correct and that you have a second point of contact on your CV i.e. home number or email address. If a client is trying to contact you, you don't want to miss out on any potential opportunities
- If you use a mobile, make sure that your voicemail message is professional and clear - it's all about making a good impression
- Your Personal Profile introduces you and your skills. Make it punchy and positive. Keep to the point and use words like team player, professional, ambitious. Do not write a life-story and try and keep it to around 6-8 lines.
- Keep the skills section to a maximum of 9. An employer can then quickly clearly see your strengths. As you have about 30 seconds to make a good impression, this will stand out
- If you have less than 10 year's work experience, education should come before career history. If you have more then leave it until after this section.
- Bullet point your career history. This will stop you from waffling and will keep it clear and to the point. Any waffle will just confuse the reader and lose their attention.
- Start from your current or most recent position.
- Make sure that any gaps in your CV timeline are explained. Any unexplained gaps are likely to be noticed and questioned during an interview.

- Make sure you highlight your achievements. Tailor your CV to the job you have in mind. For example, if you are looking for a sales job, highlight your previous accomplishments in this field such as increased client numbers and improved revenue stream.
- Keep the CV clear and concise. Do not make it over complicated. This will only cause confusion which is not what you want.
- The Interests section is a great place to show your other skills. Maybe you have achieved a Duke of Edinburgh award or perhaps you do voluntary work or have a hobby that is relevant to the company that you are applying to; eg, crafts or sports.
- After you have completed your CV, make sure that you give it to someone else to read. Ask them if it is clear and that they understand what you do. They may suggest you have skills that you have not included. Feedback from someone else is always helpful.
- Always keep to the facts. Do not lie on your CV as it is likely to be discovered and could potentially put your job in jeopardy.
- Finally, check through your CV for spelling mistakes and grammatical errors. There is nothing that puts an employer off more than finding these.