

10 TIPS

FOR WRITING A GREAT CV

1

RESEARCH

Find out as much as you can about the company and the role you are applying for

2

DON'T WAFFLE

Keep it concise and easy to read using clear spacing and bullet points

3

BE TRUTHFUL

Don't be tempted to exaggerate, make up hobbies, or alter exam results

4

CONSIDER YOUR EMAIL ADDRESS

Make sure it sounds professional

5

AVOID GENERIC SAYINGS

Think outside the box and try not to use sayings such as 'I'm a team player'

6

USE PROFESSIONAL FONTS

Stick to fonts that are clear and easy to read

7

LIST IN REVERSE ORDER

List everything in reverse chronological order so the most recent is seen first

8

PROOF READ

Always get a second pair of eyes to look at your CV before sending it out

9

COVER LETTER

Always include a cover letter stating the role you're applying for and why you think you are suitable

10

FIND YOUR STRENGTHS

Complete a Belbin GetSet report to identify your strengths and give you a language to use to describe them