

CV Advice

Making your CV interesting and relevant

Your CV is the key that opens up the door to an interview. It is important that you remember to do two things:

- Make it interesting to the reader;
- Make it relevant to the position you are applying for.

Key Tips in creating a CV

- Your CV should be no longer than two pages.
- Always include your contact details on the top of the page do not include a photograph.
- Include all your qualifications – placing highest level attained first. Always list your membership of professional bodies.
- You should not include your salary details on your CV.
- Always write a new CV for each job, specifically constructing them to answer and highlight the relevant information about yourself with regards to the particular job requirements. You should not provide a standard formal CV for all jobs you are applying for.
- Always draw interest towards your best points which would show you as one of the most eligible for the job applied for.
- Start bullet points with verbs in the past tense e.g. “managed”, “developed” etc.
- Collect enough information about the company and the job in question to know exactly what points the employers are looking for so you can match your best talents to those particular points.
- Use the key aspects that employers are looking for strategically throughout the CV - this will not only attract their attention, but also highlight your overall awareness.
- Keep the CV crisp and easy to read, highlighting key achievements and strengths
- Keep it interesting with short sentences if you need to elaborate and use bullet points when you need to list, so the contents can be viewed without effort and also enjoyed by the reader
- Highlight clearly what you can add to the job and the company so they can appreciate the additional value you would bring in.