



CV Advice – General Guidelines

Keep your CV to a maximum of 2-3 pages and make sure any key information is on the first page.

Ensure the formatting is consistent, all punctuation is correct and there are no typos. Keep it professional and formal; read it as if you were a potential employer - it's a good idea to get someone else to check your CV before sending it out.

Areas to cover:

Personal details

- Include your full name, daytime telephone number, e-mail address and home address details if relevant.
- There is no need to include your age, date of birth or marital status.

Personal summary or profile

- You will need to tailor this to make it relevant to the role you are applying for.
- Keep it concise.
- Outline your genuine strengths and what you can bring to your next employer.
- Avoid clichés – most people are team players and creative, focus on proven areas such as if you are a Graduate or an effective Manager.

Work History

- Highlight your responsibilities and competencies in each role, in reverse chronological order. Go into more detail for roles relevant to the vacancy you are applying for.
- Use bullet points rather than blocks of text.
- Highlight your key achievements in each role.
- Make sure all dates on your CV are accurate.
- Don't go into much detail about roles from a long time ago or which aren't relevant to your current job search.
- Explain any significant gaps in your employment record.

Qualifications

- Outline the levels and the institutes where studied if relevant; eg University.
- State any professional qualifications you have completed and the dates of these.
- Outline any professional memberships and awards you have received.

Interests

- If you decide to include your interests on CV, keep this section brief.

References

- Don't give names and addresses of referees - provide them at a later stage if are requested. You can then brief your referees in more detail about who will be contacting them and which role it is with reference to.