

Writing your CV

1. Keep your CV up to date - detail your key achievements and skills and competences.
2. Tailor your CV for a particular job application – ensure relevant experience is clearly described and avoid being repetitive.
3. Use a conventional layout with standard fonts – usually no more than 2 pages.
4. List jobs in date order including dates month/year. Ensure there are no date gaps.
5. Summarise education & training.
6. Summarise interests & hobbies.
7. Be 100% honest at all times – e.g. include all jobs.
8. Include your name, address and telephone number on all pages in the footer.
9. State “references available on request” i.e. don’t include reference details.
10. Do not include a photograph of yourself.
11. Make sure there are no spelling mistakes and ensure the grammar and punctuation are correct. It may be useful to have someone else proof read your CV.
12. In the covering letter address the competences required in the advertisement.