

# our top cv writing tips...

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Your CV is generally the first and sometimes the only tool to enable you to sell yourself to a prospective new employer, we have listed our favourite CV tips to help you ensure a positive result.

We have taken a light hearted approach to what can sometimes be a daunting task so we hope you enjoy...

- 1. Tailor your CV towards the position for which you are applying** - it's of no use waffling in detail about your first career as a belly dancer if you are applying for a position as an automotive Branch Manager! Be relevant and include details which will ensure that the employer is aware of your suitability.
- 2. Don't rely on spell checkers** - they won't pick up words which have dual meanings, it's amusing reading a CV which states the candidate is "ideal for the roll", would that be a bread roll or forward roll? Ensure you proof read your CV yourself and also get a reliable friend or relative to proof read on your behalf, check your grammar and check again – attention to detail is crucial as sloppiness and mistakes could ensure a CV is ditched.
- 3. Clear layout** - ensure the CV is easy to read, don't include gimmicky colours or texts – remember not all PC software is able to read unusual font styles and when an employer has viewed a couple of hundred CV's they won't spend much time reading a CV with a shocking pink background.
- 4. Ensure you include your contact details** - You have a fantastic CV and you appear to be the ideal candidate but what's the point of it all if the employer can't get hold of you?..... don't be surprised it does happen!
- 5. Be careful of humour and familiarity** - telling your new employer that you have a dog called Tiddles and that you prefer your dog to your wife is neither relevant nor likely to impress the employer!
- 6. Use reverse chronological order** - Your latest position is usually of most relevance, once again that belly dancing position you did part time whilst at university is likely not to be the position that you want your prospective employer to cast their eyes on first!
- 7. Include relevant examples of previous successes** - let the employer know that you have been the top salesperson for your national sales team for the past 4 years .....probably not so relevant though if you are the only salesperson in your team!
- 8. Be honest** - Lying about qualifications, reasons for leaving and the number of positions you have is a dangerous game.....our simple rule of thumb for this is "JUST DON'T DO IT".

*The above is a snap shot of our knowledge on CV writing, for more detailed information on job searching contact our consultants on:*

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