

## CV Writing Advice



The first step anybody looking for a new job needs to take is to get their CV in order. CPL's recruitment consultants recommend that candidates review the following guidelines for writing a CV before creating a new CV.

- Ensure the information on your CV is clearly laid out. Keep the format/style consistent throughout.
- Use a suitable font size and ensure there is enough white spacing so that it does not look too cluttered.
- Each section should be clearly headed and generally all headings should be in bold.
- Keep your CV informative and concise. 2 to 3 pages is usually sufficient.
- Use bullet points – they make your CV easier to read than large paragraphs of text.
- Check spelling and grammar for accuracy. Some mistakes may not be detected with a spell check, so get someone else to proofread your CV for you before sending it to a recruitment consultant.

### Tips on what information to put in your CV

- Include your contact details: your phone number, address and e-mail address.
- Use a sensible e-mail address and set up a new one for job applications if your normal e-mail address isn't suitable. Remember you want to represent yourself in the most professional way possible.
- List each job in chronological order, beginning with your most recent position.
- Concentrate on the details of your 2 most recent jobs (unless you were only there for a short time), as these are the ones employers are most interested in.
- Treat internal promotion in each position as a new job and record the dates separately. List your job title and the start and finish date of each position.
- In each role set out your main responsibilities, duties and skills that could be transferred to another employer.
- Include your level of responsibility (if any), such as number of staff reporting to you.
- List your 2 or 3 most important work achievements in each position.
- Use action words to describe your responsibilities and achievements.

**Before sending your CV, make sure to check out the CV checklist.**

## CV Checklist

Once your CV is completed please go through the checklist to see that you have adhered to guidelines on creating the best possible CV – in content and appearance – to showcase your work experience, career history, and achievements. Review your CV against the following questions before submitting it for a job application

### Appearance

- Is it no more than 2 pages? (Only go over 2 pages if you feel it is not detailed enough)
- Is it on A4 paper format?
- Are the margins, headers and footers all close to standard size?
- Is it well typed?
- Is a standard style used throughout the document?
- Is the font size large enough and is there sufficient white space?

### Content

- Is the CV format used the best one, given your circumstances?
- Are the details provided focused enough on achievements?
- Are verbs used in the 'active' tense?
- Are there enough significant adjectives (such as 'excellent experience', 'sole responsibility' etc)?
- Does content include achievements outside work?
- Are there any gaps in your work history that might cause the interviewer concern?
- Have you avoided splitting up a block of content with a page break?

### Clarity

- Are spelling, grammar and syntax correct?
- Is it jargon free?
- Are words used in their simplest form?
- Is the profile clearly and succinctly stated?
- Are contact details easy to see?
- Is there a logical flow to the document?
- Are job details listed in reverse order?
- Has your CV been carefully proofread by at least 2 people?