



Tips for a better CV

The term 'curriculum vitae' literally means 'course of life'. It is a unique selling document that shows your skills and experiences, in an ordered and methodical way.

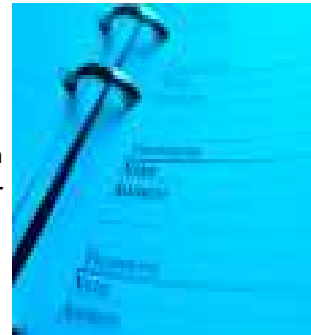
The way you present information on your CV is relatively flexible and will depend on what you have to offer. However, it's generally recognised that all CVs tend to include the following sections.

Personal details

This section should take up no more than half a page on your CV – Ensure that you are easily contactable at any address, phone number or email address given so not to miss out on employers attempting to contact you.

Your email address can say a lot about you – fun ones that you use to interact with friends are great but might not get you the kind of attention you want from potential employers, it may be worth setting up a new one for the purpose of professional correspondence.

Date of Birth, Nationality, Gender and Marital Status are not necessities on your CV as they do not affect your abilities to do a job.



Personal Profile/Objective

If you choose to put a profile in your CV keep it brief and relevant to the position you are looking for. It should be no longer than 3 or 4 lines and should express your current aims and career focus

Career History

All work experience counts, whether paid, voluntary or shadowing.

This section of your CV should be in reverse chronological order (most recent first). For each position held you should state Company Name, Dates employed and Job title in a bold font. You should then bullet point key responsibilities and achievements.

You may wish to create a separate section for experience particularly relevant to the post you're applying for. Typical headers might be: 'relevant experience', 'technical experience' or 'legal experience'.



Education

Again, like your work history your Education should be in reverse chronological order, with your most recent experiences first, back to your secondary level education. Include the name of the institution, town and dates attended, Full addresses are not required. You should summarise the examinations taken and grades achieved.

Referees

References can be obtained when offered a position so are not a necessity on your CV.

If you require further help or advice on how to create a good CV, please ask your consultant.



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