

How to Guides

PREPARE A GREAT CV

First impressions count. Your first contact with your next employer is crucial. You have less than 30 seconds to make that first impression. What are you going to write?

It should be short (2 A4 pages), easy to read and easy to remember. Focus on the receiver and outline relevant information required by a prospective employer.

A good CV takes time, effort and imagination. Concentrate on facts and quality - your CV must be 100% accurate in every respect. Keep format simple and please use spell check!

What to include:

Personal:

Name, Mobile Number and Email.

Academic:

Start with your current course indicating Qualification expected. List relevant subjects together with information on project/dissertation or group work. Give a brief outline of this work indicating your contribution and skills used etc.

Work Experience:

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Give details of all work experience including full time, part time, paid or unpaid work. Include name of employer with a short 1 or 2 sentence company description, job title and outline your responsibilities, the skills you demonstrated and any achievements. Explain your role in the company, team size etc.,

It is important to state what you did, group your responsibilities into categories such as 'business process, supplier negotiation, customer focus' - remember to incorporate their 'key words'. Many skills are transferable, so while the experience may not be directly relevant to the job or course, it does provide the employer with additional information about relevant skills.

Additional Information:

Here you can include relevant information in relation to IT skills, Interpersonal skills (team working, leadership, facilitation etc) Language (indicate level i.e. basic, fluent), training courses and

Achievements: Remember, this information should only be included if appropriate, do not use simply because you feel an employer will be impressed if you have a long list of achievements and be prepared to support your comments.

Referees:

References are always checked so pick your referees with care. Make sure the names you provide are of people who know you well and who can speak positively about you. You should include one academic referee (Lecturer/Tutor) and one personal referee (a responsible person who knows you well, preferably an employer). Include name, address, telephone number and status. Always seek permission and check contact details before including in your CV.