TOP TIPS FOR CREATING A CV

WHAT IS A CV AND WHY DO YOU NEED ONE?

A CV (short for Curriculum Vitae) is a concise document which summarises your unique skills, character, experience, and achievements. It outlines your academic history, and is primarily used when you are applying for jobs. It should highlight why you're the best person for a particular opportunity and can also be used as a record of achievement, to refer back to in the future.

WHO READS A CV AND WHAT ARE THEY LOOKING FOR?

When applying for jobs submitting your CV will be the first part of the application process, which may then lead to an interview. An employer is looking for the key skills that are required for the role and what experience you have in showcasing those skills.

1   **MAKE IT LOOK GOOD**—Use bullet points and make the headings stand out. You could look at the templates available in Microsoft Word. The design should be simple and easy to read, so avoid using fancy fonts.

2   **INCLUDE CONTACT DETAILS**—Check that they are correct and up to date, and ensure you are using a professional email address that you can access.

3   **MAKE IT PERSONAL**—Avoid copying other personal statements or CVs you have found online, and try not to use too many clichés.

4   **INCLUDE WORK EXPERIENCE**—Talk about any new skills you gained, and the responsibilities you had. Don't forget to also include your supervisor as a reference.

5   **SKILLS AND QUALITIES**—These may be skills and attributes you have gained whilst on work experience or in school, like teamwork and problem solving.

6   **ADD ANY INTERESTS OR HOBBIES**—This tells the employer a little more about you, and also helps you to stand out.

7   **DON'T OVERDO IT**—Limit your CV to 2 sides of A4.

8   **TAILOR IT**—When applying for a job or work experience opportunity, modify your CV to the role description and organisation.