

CV ADVICE

Where to begin?

Your CV is a summary of the experience you have gained and skills you have developed. It is your chance to showcase your talent to a recruiter or hiring manager.

Here are our tips for when you are writing your CV:

1. Personal Statement

This is your opportunity to tell your potential future employer why you are the most suitable for this role. Keep it direct and to the point. *What sets you apart? What makes you unique? What skills have you got to offer?* If you have examples that you can include to show your professional or academic achievements, include them here. Consider this the headline a hiring manager will read about you.

2. Key Skills

List four to five key skills that supports your personal statement. These should also reflect the job that you are applying for.

3. Career Experience

When including previous work experience, name your position, the company name and how long you were in the role. Use bullet points to list your main responsibilities within this role. Rather than simply listing tasks, name the skills that were needed to carry out these tasks.

4. Interests & Achievement

This section simply gives your potential employer an insight in to your personality. List your interests to show your personality in your CV.

5. Remember: Simple & Clear

Keep the layout of your CV simple and clear. Bold the important headings and use a slightly larger text (see Towards Work sample CV layout). Keep your explanation of experience short and to the point.

6. Customize your CV

When applying for a specific role, highlight the key skills that are laid out in the job requirements. Where possible highlight your ability in this area and why you are a good candidate for that particular role.