



Career Seekers Direct
Career & Employability Services

Career Seekers Direct Top Tips for Creating Your Curriculum Vitae (CV)

TIP ONE: Ensure you capture the best bits about you on your first page of your CV. This will help to capture the attention of the reader (Interviewer).

If you want your CV to be shortlisted, you need to make it very easy for the employer to see why you are the ideal candidate for the role. Emphasize your skills, knowledge, qualifications and experience. Do your research into the company and ensure you can demonstrate you have the specific skills in your CV so that the recruiter can quickly see your suitability.

TIP TWO: Avoid errors when writing your CV. 9 out of 10 submitted CV's have errors on them and are often rejected on that basis alone! Your CV must be impeccably presented if you want to demonstrate your professionalism and attention to detail. Always ask someone else to proof read your CV for you.

TIP THREE: Try and provide evidence to show what a great candidate you are! Include examples of any achievements or improvements you have made during your time in Education or if you have worked previously. Demonstrate or describe where you have solved problems and what the outcome was.

TIP FOUR: Always provide a covering letter or email to go with your completed CV. This will provide you with another opportunity to convince the employer / recruiter of your suitability.

TIP FIVE: Do Not:

- Be negative – Avoid any criticisms of past or previous schools / colleges / employers. Your CV needs to always be very positive.
- Use a photo with your CV unless you are specifically asked to.
- Rely on one CV – Expect to create a number of CV's that you can change depending on the type of job you are applying for. Always tailor your CV.
- Use fancy layouts – Avoid unusual fonts columns and tables in your CV when writing it in a Word Document. The formatting can easily go wrong when it is opened / downloaded / uploaded by a recruiter.
- Be disheartened – If your CV is not being shortlisted, then talk to a career coach or with someone who works in your current location. Advice and feedback from others is the best and quickest way to turn around a job search campaign which doesn't seem to be working.

Good Luck!

Career Seekers Direct Top Tips CV Writing