

## TOP TIPS

### Writing a CV- Do's and Don'ts

Your CV should be a snapshot of your experience and qualities. Here is a snapshot of what to do and, most importantly, what not to do:

When writing your CV, DO keep it under 2 A4 pages- your potential employer may lose interest if it's too long and miss some fantastic information!

DO consider the layout and format of your CV- is it easy to read and well presented?

Avoid making your CV look messy- DON'T change font types

DON'T lie....We all know the story of the little wooden boy who told lies...

Initially it may make your CV look good but ultimately your references and performance will tell the truth

Be specific; DO ensure you list (accurate) dates

DON'T go overboard...Its easy to get carried away when you're trying to impress, but be precise and DON'T waffle

DO sell yourself- why are you the ideal candidate?

DO make your CV relevant to the job you are applying for

There is nothing wrong with a gap between employment...It happens to the best of us- just DON'T leave the gaps unexplained. DO explain what you have spent your time doing in the gaps. Maybe you were a stay at home parent? Travelling the world? Job hunting? Talk about any volunteer work or training courses you've done to develop your skills

Be professional DON'T be too informal

DON'T repeat yourself

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DON'T forget to check out the rest of our fab career tools- what information to include in your CV, writing a cover letter and how to handle those all important interviews...