

Summary of Top Tips for CVs:

- ✓ A CV should never be more than **2 pages** long
- ✓ A CV should **always be adapted** to every job you apply for
- ✓ Approach companies that you would like to work for even if they are not currently advertising any vacancies – **over 70% of all UK vacancies are never advertised**
- ✓ When speculatively applying for a job in person follow these top tips:
 1. **Dress** as if you would go to a job interview
 2. Only ever hand your CV to someone who is **in charge of recruitment** – if they are not in, ask when they will be back, ask for their name and then return at that time
 3. Be mindful of the day and **the time of day you** approach a company – stay away from weekends and times when the business might be busy (lunch, dinner, etc)
- ✓ **Always include a covering letter** with your CV – most employers will delete your application if it does not include a covering letter
- ✓ Your **personal profile** should be no longer than 3 or 4 sentences and should highlight something personal about you that is **relevant to the job**, as well as some of your skills and experiences that make you the perfect candidate for the job.
- ✓ **Key Skills** should be **specific** and **relevant to the job** you are applying for. Use 4-6 Key Skills and present them as bullet points
- ✓ Your **Employment History** should start with the most recent one, then working backwards chronologically. Highlight in bold the name of the employer, your job title and the dates for every work experience
- ✓ **Education History/Qualifications** should also start with the most recent one, then moving backwards. Keep it brief and to the point – only give out details of the qualifications if they are relevant to the job you are applying for
- ✓ **Personal Interests/Hobbies** – do not mention computer gaming or similar activities – mention activities that show that you are a team player and committed to learning new skills
- ✓ **References** – make sure you only give out details of references where you are sure that it will be a positive one. You can write that references are available on request. Make sure your reference is happy to be contacted by an employer
- ✓ **Do not add the following to your CV:** photos, personal details such as age, gender, ethnic background, religious beliefs, height, weight, political beliefs, football teams you may support, social media profiles (except LinkedIn – if your LinkedIn profile matches your CV)
- ✓ **Do not underline anything** – use bold words instead
- ✓ **Always use spell-check**, but get someone to proof-read as well – spell-check does not pick up on every spelling mistake