

CV Writing Hints & Tips

- Your CV is your opportunity to sell yourself so don't be modest but do be honest.
- Think about what the employer may be looking for – do you play sport? That can demonstrate you working in a team. What other qualities do you have?
- Have you done any volunteering or raised money for charity? Include these in your CV
- Have you done any work experience? What were you involved with?
- What are your achievements?
- Your Personal Statement is your chance to tell the employer why they should choose you in 2-3 sentences & needs careful consideration
- It's good practice to amend your personal statement for each application so that it shows you meet their criteria
- A CV should be no more than 2-3 sides of A4
- Use a font size of 10-12 & a plain font such as Calibri or Arial not a fancy font
- Get someone else to read through your CV before sending off to check for spelling & grammar, as you can often be blind to errors