

Writing a CV /

CV Design

The purpose of your CV is to convey your skills, experience, achievements and potential for a position. Generally, you should try and keep your CV to 2 pages unless you have extensive experience. It should be printed on good quality paper with the first page capable of generating excitement and interest in a potential employer.

The layout of your CV is vital to ensure that it is easy to read - avoid using a mixture of fonts or overuse of italic or underlining. Ensure sufficient spacing so that the text does not appear cramped.

Content

Your CV should address the following areas:

- Personal details
- Education
- Qualifications
- Career objective or profile – what you are looking for and for what reasons
- Employment history – in reverse order
- Training & development
- Any other information relevant to the position

Achievements

This is a vital part of your CV as it plays an important role in marketing yourself:

- Always refer to achievements which you feel would benefit the organisation.
- Demonstrate the problem you faced, how you approached it, which techniques you used and how successful you were in terms of measurable results.
- Focus on achievements which address particularly important skills within a managerial capacity. Always quantify your achievements.

Falsifying information

Ensure that everything you write in your CV is true, accurate and can be verified. Interviewers will often use your CV as a foundation for the interview so make sure that you can defend what you have written.