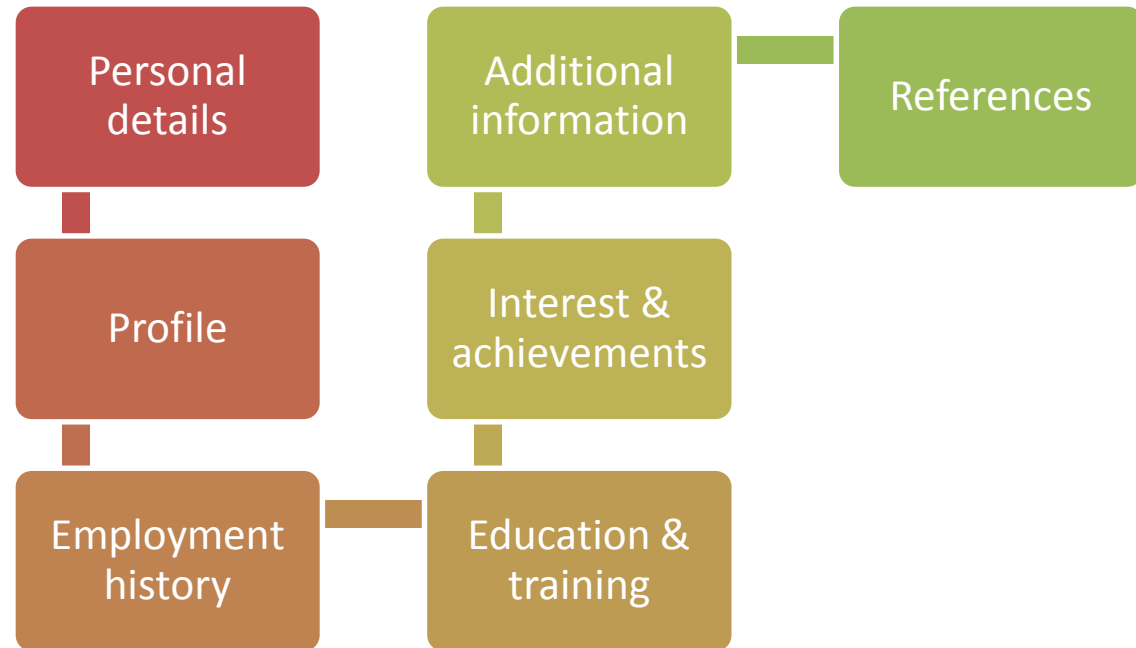




How to write the perfect CV

7 Steps to writing that perfect CV



Your Personal details

- Name
- Address
- Telephone number
- Email address

Tip: Remember to update your contact details should you move house or change your mobile number or email address



Personal Profile

- This is a mini advert of you and should summarise the following:
 - Skills
 - Qualities
 - Work background
 - Achievements and career aims




Employment History & Work Experience

- Start with your most recent job or work experience first
- Include:
 - Company name
 - Your job title
 - When you were employed from and to
 - You may want to include a sentence about the company

Tip For each job and particularly the most recent roles, include 3 or 4 bullet points of your achievements. Demonstrate what makes you stand out from other applicants

Education & Training

- 
- Start with your most recent qualification first

or

- qualification or training relevant to the position you are applying for

Interest & Achievements

- Include
 - Your hobbies
 - Interests and achievements relevant to the job





Additional Information

- This section can be used if there is any information relevant to the position which is not covered anywhere else in your CV.




References

- Remember to ask the person you would like a reference from whether it is ok for you to put them down as a referee.



10 Tips

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- A vertical decorative bar on the left side of the slide contains several green icons: a stylized bird at the top, a woman's head and shoulders, a smartphone with signal waves, and a man in a hard hat and suit. The icons are layered and semi-transparent.
- You cv should be
 1. Maximum of 2 pages long
 2. First page should contain personal details
 3. Neat and to the point
 4. Always be typed
 5. Printed on good quality white paper
 6. Emphasise your skills
 7. Emphasise your achievements
 8. Include a cover letter
 9. Proof-read it and get someone else to proof-read it too
 10. Be honest at all times

The 10 Don'ts

1. Don't use bright coloured papers, patterns or graphics
2. Don't use weird type styles
3. Don't use a font smaller than 11pt or larger than 14pt for headings
4. Don't include irrelevant or negative information
5. Don't lie about your skills and achievements
6. Don't use acronyms, text language or abbreviations
7. Don't use long paragraphs
8. Don't muddle up your employment history
9. Don't forget to tell your referees about using them for a reference
10. Don't give up!





If you need any
further help or advice email
itsworking@theworksrecruitment.com

 **the works**
recruitment.com