

CV TOP TIPS

Your CV is your 'shop window' it's an employer's first impression of you and is how you get noticed. It must display your qualifications, skills and experience briefly to keep interest.

FI's Top Tips



Keep it Specific- Employers want you to have specific examples from your school/work/hobbies to back up your skills. This evidence helps employers develop trust and know that the skills you say you have, you actually do.



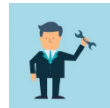
Make it Relevant- Show you have paid attention and read the job description by matching your skills to the employer's needs.



Accuracy- Always proof read your CV; get someone else to read it to ensure no mistakes. The employer isn't going to believe you are a good communicator if your CV has mistakes.



Short and Sharp- Employers often read hundreds of CVs for one role, so keeping it short and succinct is key. It is best to keep your CV to a maximum of two A4 sides.



Clear and simple layout- Choose a good structure with clear headings like the one over leaf. The reader can quickly see the key information.



Be truthful- You need to ensure all the information on your CV is true. Although you are trying to sell yourself embellishing the truth can back fire on you.



Engage the reader- Employers want to get a real sense of you, your skills and your personality. With each point, you write ask yourself "What does this say about me?"



Not too many lists- Using a list once in your CV can be seen as appropriate, but employers will want you to expand on your points. Making your CV personal will help you to stand out.



Name

Address: 1 First Intuition Rd, Reading, Berkshire, RG1 7XX

Phone number: XXXXXXXXX

Email: XXXXXX@XXX.com (Make sure it's professional)

Introduction/ Personal Statement

This part of your CV is your introduction and the first impression you will make to the employer. This needs to be around 250 words and outline what kind of person you are, the role you are looking for and how your skills fit the job role advertised (briefly).

Education

Start with your most recent education first, and state the name of the school/ college and the dates you were there. Include the qualifications you gained or if you are awaiting grades you should add your predicted grades. An example is:

Amersham School September 2009 to June 2016 A-level and GCSE's

- 3 A-level equivalents- A in Business Studies, B in Mathematics, Distinction in IT Cambridge Technical (A-level equivalent)
- 10 GCSE's- 3 As including Mathematics, 4 Bs including English Language and Core Science and 3 Cs.
- Received an award for excellent academic performance in Mathematics upon leaving the school

Key skills

These are transferable skills that employers are looking for.

- Team work – Give an example of how the work experience that you will list below has helped you to develop each of your key skills.
- Customer service –
- Problem solving & Initiative-
- Organisation & planning-

It is vital here to 'Keep it Specific'. You need to make sure you explain when you demonstrated this skill and when it had a positive effect. For example, 'My experience helping coach U12's basketball has improved my ability to communicate with young people.'

Work experience.

Remember to 'Keep it Specific' and "Short and Sharp" they only need a brief overview of the main tasks you completed. An example is:

Assistant to the Practice Manager The Simpson Centre September 16-January 16

- Edited various files on a DBMS to ensure the correct procedures were followed for patients
- Examined new data and attached it to the appropriate location in the database

Other skills and achievements

Such as IT skills and/or languages, Driving license, Duke of Edinburgh

Hobbies

Include, any clubs you are part of, such as a sports team. It can also include activities such as reading and other less active hobbies.

References

Include names (make sure you ask them first !) or put down 'References available on request'