

CV PREPARATION TIPS

1. **Keep it simple.** A hiring manager is likely to skim read your CV in the first instance, so you want to make sure that the most important parts are clear and not lost within paragraphs of text.
2. **Presentation.** State your dates of employment, employer, job title and then bullet point the responsibilities and achievements you have in your current role and have had in previous roles. This will draw the readers' attention to your specific skill set.
3. **Relevance.** Keep your CV relevant. Unless you are a school leaver or recent graduate, there is no need to list school accomplishments – focus on your professional achievements, as these will be more relevant to the job you are applying for.
4. **Tailor your CV.** If you can, tailor your CV to best match the requirements set out in the job description. The aim is to make the hiring manager's role as easy as possible, so if you can clearly demonstrate that you have the skills they are looking for, you are more likely to get an interview.
5. **Identify accomplishments.** Don't just regurgitate your job description, stating basic tasks, identify what you have done in your role and what changes you have made or value you have added. If possible, include relevant metrics regarding £ and % increases/ decreases.
6. **Overview.** Do include a brief description of yourself at the start of your CV, keep it short and succinct highlighting your skills and key experience. This will be the first thing the hiring manager reads about you, so first impressions count!
7. **Length of CV.** A lot of people believe their CV should be no more than 1 or 2 pages – for some individuals, that can be impossible. If you have had several jobs, there is no need to elaborate on your earlier roles, simply state your employer, dates and job title. The key is to keep the information in your CV relevant to your current application.
8. **Personal information.** It is not necessary to include your date of birth, nationality, referees or marital status on your CV. If you are including a personal email address, please ensure it is simple and professional.