



Top Tips for CV Writing



- Your CV must be **word processed** and should be two pages maximum. Everything on the CV must be relevant.
- The CV should be **targeted** at the types of jobs you are applying for – you may need more than one CV if you are applying for different kinds of jobs.
- Keep the focus on your **skills** and **achievements**.
- Remember, the employer may have hundreds of CVs to look at, and may scan your CV very quickly so your relevant skills and achievements must stand out.
- The first half page will have the most impact so make sure all your best skills and achievements are highlighted here. You can hide things on the second page (e.g. gaps in employment history).
- Print your CV single-sided (with a blank page on the back of each side).
- Use a “Footer” with your name and the page number. This will help the employer if the pages of your CV become separated.
- The layout needs to be easy to follow with clear headings. Don't overcrowd the paper.
- Use a basic font (Arial or Times New Roman). Use size 11 or 12.
- Your CV must be printed on white (or cream) paper.
- Don't lie, even about the smallest detail. If your employer finds out, he/she will wonder what else you have lied about. It could result in you losing your job.
- If a professional helps you with your CV, make sure you understand everything in it, and it is written in the kind of language that you might use.

Emailing Your CV

- Save your CV with “your name CV” as the file name.
- Send your email with your CV as a Word attachment, and use the main body of the email as your covering letter (unless the employer asks you to do it a different way).
- If you are emailing your CV to a large employer who has advertised a vacancy and asked for electronic applications, be aware that they may be using “key words sift” for the first round. The computer will look for CVs that use the key words (usually skills) that the employer is looking for. You need to make sure your CV includes these key words.
- If you think the employer may be doing this, use the advertisement and the “person specification” and “job description” to work out what those key words might be.
- You can get more information about writing CVs from www.careerswales.com and many other internet sites.
- Your Careers Adviser can also give you feedback on improving your CV.

How should I email my CV to employers?



★ Tip for Success.

Keep a record of all the employers you send your CV to, and the dates.

If you haven't heard anything after a few weeks, ring them for feedback.

Emailing your CV is very fast and convenient, and it shows that you have some IT skills. Some employers only accept electronic applications.

Sometimes, however, a paper CV can have more impact. Think about the impression that you want to make. You want to telephone and ask the employer which format they prefer.