

## Writing a CV

### Do...

- **Adapt your CV to the organisation you are writing to** and make it relevant to the job you are applying for.
- **Think about the skills the employer is asking for** - can you provide evidence from your work experience, leisure pursuits or any courses you've done?
- **Sell yourself** – nobody else will. To do this, describe your key achievements in work, study and other experience, not just your responsibilities. Employers want to know what you can do for them.
- Be **positive**.
- **Check your grammar, spelling and punctuation**. Get someone else to read it through.
- **Keep your CV to two sides** and make it look well-presented and inviting to read.
- **Keep a copy** for future reference.

### Don't...

- **Lie** – you may be found out.
- **Leave dates unaccounted for** - if you do, it leaves the employer guessing.
- **Invent information**, you could be asked to discuss it in the interview.
- **Waffle** - long paragraphs and sentences will take too long to read and put managers off.
- **Make it too short** by giving the bare essentials of dates and job titles. Don't just make a list of skills that you have gained. You need to provide evidence of them using examples from your experience.
- **Use fancy typesetting or exotic paper**, it will distract from what you are trying to say.

**Remember** that employers have to sift through a large number of CVs and most will be rejected at the first hurdle, usually because they don't follow the basic rules.

### Useful websites:

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

<http://www.reed.co.uk/career-advice>

<http://www.shef.ac.uk/careers/students/gettingajob/cvs>

[https://www.youtube.com/results?search\\_query=career+cake+interview](https://www.youtube.com/results?search_query=career+cake+interview)