



## Tops Tips to CV Writing

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### About you:

1. Make sure your contact details are correct.
2. No need to include your date of birth any longer
3. Check, double check and triple check your spelling and grammar.
4. If you are putting a link to your portfolio or work examples make sure the link is working.
5. Include a link to your LinkedIn profile and twitter account, if relevant.

### Career History:

6. List jobs in date order, the most recent first. If you have been working for years you don't need to include your old Saturday job from when you were at school
7. Include a brief overview of the companies you've worked for, the dates you worked there, your main duties and most importantly your achievements. Potential employers want to know how successful you have been in your past jobs.
8. If jobs were contracts, make this clear, otherwise it looks like you have been job hopping.
9. If there are gaps in your career history these need to be explained. If you took 3 months off to travel this is a good thing, employers like to see this.

### Education:

10. If you are a recent graduate your degree is of major relevance, make sure you go into details regarding what modules your course entailed, projects and dissertation.
11. Also include your GCSE and A Level results, plus any other training or courses completed

### General:

12. Keep the blocks of text as short as possible. Bullet pointing your skills, main duties and achievements makes it easier (and quicker) for potential employers to read.
13. If you are a designer, design your CV. A black and white text only CV will not stand you in good stead. If you're not a designer, design your CV, it will stand out from the rest of the pile.

14. Make your CV relevant for the role you are applying for; if you have several skill sets then have 2 or 3 different CVs weighted to each specialism
15. No need to put your referees on your CV, just state that references are available on request.
16. Include your interests, but be ready to be asked more in depth details about them.

**And finally:**

17. Re-read through your CV, does it make sense? Do you waffle? Has it got all the info in there?  
You could always get someone to read through it for you.
18. And finally – DON'T LIE! There is nothing worse than lying on your CV, if you are caught out by your employer you can and will be sacked.

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