

## **Advice on interviews: Preparing your CV:**

### **Setting out your CV**

On the desk of a potential employer, your CV is the first representation of you. In many cases the quality of your CV will be a major factor in achieving an interview. So take the time now to make sure it will say the right things.

- It should be clearly presented and easy to read, avoiding superlatives and jargon. The most frustrating of all is the use of internal terminology specific only to your current employer.
- Keep the language simple and self-explanatory to a broad audience. Remember that employers may be faced with many CVs, and their first objective is to filter out all of those applicants who are unsuitable for the job.
- How can you ensure that your CV stands out in the face of tough competition?

### **Opening**

- Employers need to know your contact details, date of birth, nationality and marital status; your availability; whether you are a driver.

### **Education and training**

List your appropriate qualifications beginning with your highest first. You do not need to explain trivial details of early education and employment.

### **Career objectives**

You should briefly give a description of your career objectives, not more than one or two sentences. This should include your anticipated next role and long-term career ambitions.

### **Employment history**

Your CV should show a prospective employer your range of experience and your professional development, and also identify the key skills and responsibilities of each position you have held. You should:

- List positions held in reverse chronological order (most recent first)
- For each position, clearly state company, job title, dates, responsibilities, duties, projects and achievements
- Think about the specific tasks and challenges of each position and your role in the company or project.
- Give more detail for your most recent positions – these will be given far more attention by employers.
- Account for all your time – don't leave gaps.

### **Hobbies and interests**

- Give a brief summary of hobbies and interests – be selective, they should enhance your image and give employers a fuller sense of you as a person. Remember your target audience is potential employers, not new club members!
- Keep personal details brief and essential.

### **Design and layout**

- Your CV needs to make the right visual impression. It should be clear and show a level of professionalism which immediately gives a prospective employer confidence.
- Your CV should be no more than two sides of A4 (except for senior management level, where three may be necessary).
- Use a simple layout that is easy to navigate.
- Choose a clear typeface (such as Times New Roman or Arial), font size 12.
- Bullet points, bold headings and clever typesetting allow you to present a lot of information without it seeming crowded.
- Overall, the design and layout of your CV should show an employer that you have put time and thought into it, but the clarity of the information rather than ingenuity in layout is the key. Should a recent photograph be required, employers will ask for it. You should not add this to your usual CV.