

## What makes a good CV?



### A good CV will:



Be relevant to the job you are applying for



Be short - 2 sides of A4 maximum



Show what experience you have – make sure you use examples



Be truthful



Encourage an employer to want to work with you - make sure it shows your best skills

### Top tips for CV writing:



Keep it simple



Keep the pages neat and organised - do not squeeze too much information on one page



Use a simple font which is easy to read



Set the text size to 10 -12pt; make any titles bigger



Make sure that sentences are short and use bullet points where you can



Ask a friend or your family to double check your spelling and grammar



List your most recent qualifications before the older ones



Remember to add in examples of your responsibilities - are you part of a sports team? Do you help out at an after-school club?

### What should you include in your CV and in what order?



Your name and contact details



An opening statement - who are you and what are your career goals



Your previous work experience - most recent first



Your education and grades - most recent first



Your hobbies and skills



References