

Top Tips for a winning CV

1. **Up to date-** Number one rule! Make sure your CV is up to date. Researchers on average spend 10 seconds reviewing your CV before making a decision. It is an introduction of yourself and employers will form an impression based off it.
2. **Pick a relevant CV-** You may have 2 or 3 different CVs when applying for jobs. Pick the right CV that you can tailor to the role you are applying for.
3. **Be Careful!** Employers DO look for mistakes on CVs and if they find them, it can make them doubt you. If you're unsure then use a spellchecker or get a friend to proof read before sending it off.
4. **Format-** Your CV should be reader-friendly and professional. Don't use fonts which are hard to make out, highlighting or pictures.
5. **Don't leave gaps!** - If you do have a gap in employment, make sure to write a brief description explaining what you did during this time.
6. **Introductory Profile-** This is a great way to highlight your current status and your specialism. This should align with the company's values and the job specification. Take time to research the company and focus on experience relevant to the role.
7. **Mention your Skills and Achievements-** These can make you stand out from the crowd! These could include: communication skills; computer skills; team working; problem solving or even speaking a foreign language. Employers will be looking at how you can add value to the team.
8. **Reference Details-** A prospective employer will always want to verify references, so always either include a minimum of 2 relevant work-related references (most recent employers) or include a statement of intent
9. **Check, check and check again!**- Before you hit send, check and double check the document for accuracy. Accuracy and attention to detail are critical.