



CV TIPS

CREATE A CV THAT GETS YOU NOTICED.

A well-written CV is your opportunity to make a strong first impression with employers. This guide explains how to structure your CV, highlight your skills and experience, and avoid common mistakes that could prevent you from securing an interview.



WHAT YOU'LL LEARN

- ✓ What employers look for in a CV
- ✓ How to structure your CV professionally
- ✓ Writing an effective personal profile
- ✓ Presenting your work experience
- ✓ Showcasing your skills and achievements
- ✓ Including education and qualifications
- ✓ Common CV mistakes to avoid
- ✓ Tailoring your CV for different jobs
- ✓ Final checks before sending your CV

WHAT EVERY CV SHOULD INCLUDE

- Contact Details**
Full name, phone number, email address, location (no full address needed).
- Personal Profile**
A short summary of who you are, your strengths and what you offer.
- Work Experience**
List your jobs in reverse chronological order. Focus on achievements.
- Education & Qualifications**
Include your qualifications and the dates achieved.
- Skills**
List relevant skills that match the job you want.
- Training & Certificates**
Any relevant training, licences or certificates.
- References**
Available on request.

TOP 8 CV TIPS

- 1** **Tailor every CV**
Match your skills and experience to the job description.
- 2** **Keep it concise**
Aim for no more than two pages.
- 3** **Start strong**
Write a powerful personal profile that grabs attention.
- 4** **Focus on achievements**
Show what you achieved, not just what you were responsible for.
- 5** **Use action words**
Examples: Managed, Developed, Delivered, Achieved, Improved.
- 6** **Keep it professional**
Use a simple, clean layout with clear headings and bullet points.
- 7** **Proofread carefully**
Spelling and grammar mistakes can cost you an interview.
- 8** **Save as a PDF**
This keeps your formatting consistent on any device.

COMMON CV MISTAKES

- ✗ Spelling and grammar errors
- ✗ Using the same CV for every job
- ✗ Long paragraphs and block text
- ✗ Outdated or irrelevant information
- ✗ Unprofessional email addresses
- ✗ Including unnecessary personal details

EMPLOYER CHECKLIST

- Before sending your CV, ask yourself:
- ☐ Is it tailored to the job?
 - ☐ Is it easy to read and well laid out?
 - ☐ Have I included my key achievements?
 - ☐ Have I checked spelling and grammar?
 - ☐ Are my contact details correct?
 - ☐ Have I saved it as a PDF?

TOP TIP



Recruiters often spend less than 30 seconds scanning a CV. Make sure your most important skills, experience and achievements stand out immediately.



DOWNLOAD THIS RESOURCE

Use it to improve your CV and boost your job search success.