



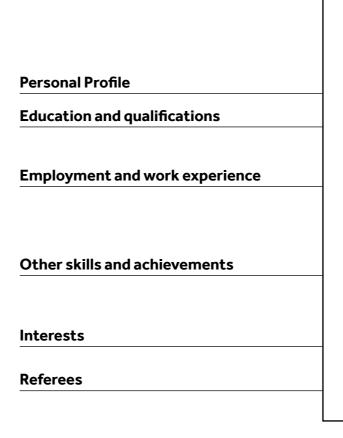
What should go on my CV?

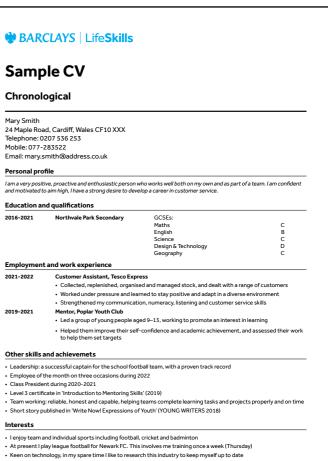
- Your name and contact details
- Skills and personality traits that show you are a fit for the job description advertised
- Your education and qualifications
- Past jobs and work experience
- Interests that show the 'whole person'
- Referees people who can back up what you say on your CV

How should I organise my CV?

Chronological (starting with the most recent)

- Highlights your qualifications and jobs
- Shows your experience





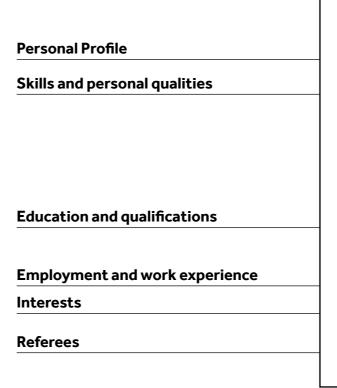
Referees
Available on request



How should I organise my CV?

Functional or skills-based

- Highlights your skills and qualities
- Shows your ability







CV tips

✓ Do

- Be positive and sell yourself
- Highlight your relevant skills and experience
- Use evidence
- Be brief and to the point
- Check spelling and grammar
- Change your CV to match each job you apply for
- Align the skills and experience to what the employer is looking for, based on the job advert

X Don't

- Lie
- Use more than two pages or cram it all into one
- Include your date of birth, gender, orientation, marital status, religion or nationality*
- Leave gaps in your school or work record
- Have any spelling or grammar errors



^{*}Employers cannot ask for these or base decisions on them.