

C.V.

DO'S & DONT'S

- ✔ **Tailor Content:** Customise your C.V. for each job application to highlight relevant skills and experiences.
- ✔ **Clear Formatting:** Use a clean, professional layout with consistent fonts and bullet points for easy readability.
- ✔ **Contact Information:** Include your name, phone number, and email address.
- ✔ **Summary Statement:** Start with a concise summary highlighting your key qualifications and career goals that align with the company values.
- ✔ **Work Experience:** List jobs in order starting with your most recent placement. Detail responsibilities and achievements with quantifiable results. Include a brief summary of the company you worked for too such as size and industry.
- ✔ **Skills:** Include both technical and soft skills relevant to the job. Include tangible examples such as “introduced 3 new clients to the firm in one quarter” or “successfully reduced company costs by £35,000 in 12 months”
- ✔ **Education:** Mention your education history, include institution names, dates, qualifications and highlight commendations.
- ✔ **Keywords:** Incorporate industry-specific keywords from the job description.
- ✔ **Achievements:** Highlight notable accomplishments, awards, and projects. These don't have to be relevant to the job.
- ✔ **Volunteer Work:** Include volunteer or community involvement that showcases transferable skills.
- ✔ **Reasons for Leaving:** Ensure you include reasons for leaving past roles.

- ✘ **Irrelevant Information:** Definitely don't talk politics and avoid opinions.
- ✘ **Unprofessional Email:** Use a professional email address (e.g., firstname.lastname@email.com).
- ✘ **Photos and Graphics:** Generally avoid adding photos, images, borders, or excessive graphics.
- ✘ **Exaggerations:** Be truthful; avoid exaggerating or making false claims.
- ✘ **Unexplained Gaps:** Address any gaps in your work history briefly and honestly.
- ✘ **Generic Statements:** Craft a specific objective or summary instead of a generic one-size-fits-all statement.
- ✘ **References:** Do not list references on your CV. Instead, provide them upon request.
- ✘ **Inappropriate Fonts:** Use standard fonts (e.g., Arial, Times New Roman) in a readable size (10-12 pt).
- ✘ **Long Paragraphs:** Break up text with bullet points and short paragraphs for easy scanning.
- ✘ **Spelling and Grammar Mistakes:** Proofread carefully or use tools to catch errors.
- ✘ **Overly Long CVs:** While it's important to showcase your achievements, avoid making your CV excessively long. Two sides of A4 should be a maximum.
- ✘ **Date of birth:** Avoid including your date of birth on your CV. It's unnecessary information and not including it can help ensure that your CV is evaluated based on your qualifications and experience