10 TIPS FOR AN AWESOME CV

When it comes to looking for a job, your CV is often the key document that 'opens the door' to a job interview.

Try thinking of your CV as a sales tool – it's 'job' is to sell you and demonstrate what you can bring to a job, team and organisation.

While there is no set length for a CV, most are between one and four pages.

Things to include

- your name and contact details
- a personal opening statement about you and what you can bring to the job
- a list of key skills and strengths
- your employment history
- (including any work experience, internships or volunteer work)
- key work achievements you're proud of
- details of your education, qualifications and training
- a list of technical skills and/or software you use.

The order in which these elements appear in your resume can depend on the job you're applying for and how your experience/skills/education relates to that job.

Check out our handy CV templates for information and inspiration on how to format your CV.

Things not to include

- private information (including date of birth, family information, health conditions)
- fancy fonts, formatting, images or clip art
- factual errors or typos
- all of your referee details (making reference to referee details being available on request is all you need)
- very long paragraphs without white space (remember your CV is a sales document, not a book!).

The devil is in the detail

Consider tailoring your CV to each job you apply for, even if only a little. For example:

- highlighting specific achievements which are most relevant to this role or organisation
- tweaking your opening paragraph to highlight your strengths as they relate to this role
- changing the order of your skills, responsibilities or achievements, to suit
- adding a short cover letter as page 1 of your CV, to introduce yourself.

10 tips for an awesome CV

1. **White space is your friend**
   It makes your content easier to read.

2. **Bullet points and subheadings are your friend's friends**
   Don't write your CV like a story. Long paragraphs don't make for easy reading.

3. **Less is more**
   Don't write war and peace. People won't read it. Be clear and concise. Think longer than a tweet, shorter than your granny's tales about her childhood.

4. **Reverse chronological order is the way forward (or to be precise, backward)**
   List your most recent job first and work back from there.

5. **Time is of the essence**
   Don't forget to list the month and year that you started and finished each job.

6. **Context is crucial**
   Unless your CV is full of employers like Google and Coca-Cola, always include 1–2 sentences about the organisations you've worked for. It helps the reader understand the context of your work ie what the product or service is and who the target audience is.

7. **Make an impact, fast**
   Think twice before filling page one with your education and qualifications. Unless you are a recent graduate with no work experience, your work experience is the thing that will get you your next job, so that's what you should lead with.

8. **Mind the caps**
   WHOLE SENTENCES IN CAPITAL LETTERS LOOK LIKE YOU'RE SHOUTING AT THE READER. Sentence case is best. And Please Don't Overuse Capital Letters. Capital letters are for proper nouns ie names/places/titles/brands etc.

9. **Who are you?**
   If you had 30 seconds to 'sell' yourself, what would you say? Turn your answer to this question into a short, succinct profile for the top of your CV.

10. **Responsibilities and achievements**
    This structure is a great way to describe what you were responsible for (bullet points similar to what you'd find on a job description) and what you achieved during your time in each role (a few sentences about key projects/campaigns you delivered, facts and figures that demonstrate success).

Got your awesome CV ready? Check out our guide to writing a cover letter with impact.

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