

## **CV ADVICE**

The first thing to remember when writing a CV is that it is a sales document. Its purpose is to get the reader's attention, whet their appetite and give them enough information to make them want to interview you. It does not have to cover every piece of work you have ever done.

### **THE BASICS**

Your CV should have the following information on it:

- Full name
- Contact details
- Qualifications and Education
- Language Skills (if any)
- Career history - This should be in reverse chronological order and have dates for all of your positions. If there are gaps in your career make sure these are explained.

### **CAREER HISTORY**

For each of your positions outline your key responsibilities in bullet point format. This should be written in the third person. Have a separate heading for any key achievements you have made so that these are clearly seen by the reader. After all this is what makes you stand out from the crowd.

If you have had a similar role on a number of different projects, it is best to list the role once and then refer to an appendix or deal sheet at the end of the CV.

### **OTHER**

This can include anything else you think is relevant to your application or you want the interviewer/client to know about. It can include pro-bono work, any business development you have been involved in or courses attended.

It is worth remembering that a client may have more than 20 CVs to review. If yours is clear, concise and easy to read there is a better chance that you will be selected for interview.

If you need any help with your CV please contact your Recruitment Consultant at Vantage Recruitment Solutions who can provide advice on what to include.