

CV Tips

Do:

- ☑ Maximum of three pages.
- ☑ Use at a glance headings and leave enough white space to make it easy on the eye.
- ☑ Use bullet points rather than prose.
- ☑ Tailor the CV to the job you have applied for.
- ☑ Restrict to 5 key points under each heading.
- ☑ List achievements and quantify.
- ☑ Stress IT and other key skills.
- ☑ Get someone else to proof read – **Do not rely on spell check**

Don't:

- ✗ Avoid "I" – write in third party.
- ✗ Expand on reasons for leaving.
- ✗ Leave career gaps unexplained.
- ✗ Include false or totally irrelevant details.



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