

THE BEST CVs IN THE BUSINESS

We work in a technical business. No-one is really interested in 'flashy' or highly creative CVs.

THE CV IS YOUR OPPORTUNITY TO TELL US, AND OUR CLIENTS ABOUT YOUR CAREER AND ACADEMIC SUCCESS SO FAR.

Providing your information is easy to read and concisely conveys your personal details, qualifications, skills and achievements then you have probably done a good job. However, you may find the following tips useful. We also have an example CV on this website for you to either browse or download to use as your own template.

- As a rule of thumb, the first 3 pages is usually enough to say who you are. For positions held more than 10 years ago, less detail is needed.
- Include a profile of 60-100 words stating exactly who you are in the most succinct format i.e. key qualifications, skills and experience and where you wish your career to take you.
- Ensure there are no spelling or punctuation errors.
- Make it easy on the eye and use a professional/standard font.
- Keep the layout clear and consistent.
- Use the bold function to highlight titles and headings.
- Ensure you list all your educational and professional qualifications, but don't be too detailed unless you are a new graduate and wish to expand on the practical relevance of your training and education.
- Include relevant training courses including first aid and health and safety.
- Include any personal skills such as languages.
- List your career history in reverse chronological order, starting with the most recent position first.
- Use bullet points. This makes your CV easy to read and reduces 'waffle'.
- Include specific dates (at least month and year) for each period of employment.
- Fill in any gaps. If you took year out to travel for example, account for this year rather than just leaving a gap.
- Be honest. Lies or inconsistency will come to the surface sooner or later.
- Use professional business language and avoid conversational or humorous tones.
- Should you wish to include hobbies and interests, include these towards the end of your CV and only include them if they will have a positive impact on the person reading the CV.

Please feel free to refer to and use the downloadable CV template on this site. We've designed it as a working example, with the above tips in mind.