

### TIPS FOR THE PERFECT CV

Remember: your CV is **your** marketing tool

When writing your CV, the question you need to keep firmly in your mind is:  
“What do prospective employers need to know about me to demonstrate my suitability for their vacancy?”

Your CV should be no longer than two pages and split into four sections, as follows:

#### 1. Personal Details

Name  
Address  
Telephone Number  
email address

#### 2. Personal Profile/Personal Statement

8-12 lines regarding who you are and what you want in business terms. Bear in mind that a CV gets only 30 seconds' attention! This section should grab the readers' attention, ensuring that they read on. Items to be put in include that you are a team player, have excellent communication skills, etc.

#### 3. Work History/Employment History

This should be in the order of the most recent first and continuing back in time through your work history. You need to sell your skill set and what you have to offer that has been applied in your current and previous positions. For example:

January 2002 – Present date: Name of Company      Your position

- )
- )
- ) Areas of responsibility
- )
- )

Areas of responsibility might include: Delivery of excellent customer service, Logging in data onto stock control system, etc.

Do not leave any gaps in your career history. Account for any periods of unemployment, including career break, family commitments, gap years and travelling.

#### 4. Education/Training

Put most recent/relevant first:

Year	Qualification	Grade
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Finish the CV with: “References are available upon request.”