



Use this handy guide to make sure **your CV is the best version it can be** before applying for your desired role...

Getting the **BASICS** right

Contact information

- check for errors and that you have a suitable email address

Education and qualifications

- make sure you include your grades

Career history

- ensure you include job titles and full dates (month/year)

Key skills and attributes

- ensure you have a summary of them

Achievements

- share key career highlights

PRESENTATION is key

- Make sure your CV is **easy to read**
- Choose a professional font
- Check your spelling and grammar
- Detail your current role first
- Key information should be presented in the upper middle section of CV
- Use bullet points and make sure it's clear and concise
- Make sure it's no longer than two A4 pages

SKILLS and experience

- Key skills and experience helps you stand out from the crowd
- Use assertive and positive language to demonstrate your capability
- Share your hobbies and interests – we would like to get to know you
- Make sure you include your career highlights
- Perhaps share examples of work you are proud of in a separate document

Regularly **UPDATE**

- **Your CV represents you**, make sure it's accurate and reflects your skills and experience
- Check your CV has the correct contact information
- Make sure your CV reflects your suitability to the role you are applying for

STAND OUT from the crowd

Create a covering letter and share why you feel you are the best candidate for the role.

