

# Greenhill Group

## **What is a CV?**

A CV is your way of introducing yourself to a potential employer. You need to talk about who you are, what skills and experience you have and link this to why you would be suitable for the role. You don't get a second chance at making a first impression, if the company is not impressed by your CV, they won't interview you and you've lost your opportunity! Make your CV create an impact, give yourself the best chance you can.

## **When writing your CV ask yourself....**

- Will an employer want to read it?
- Does the layout look professional?
- Is it easy to read?
- Are the typeface and font size clear and appropriate?
- Do the key points stand out?
- Is the spelling and grammar correct?
- Is the style of writing clear?
- Have I successfully communicated achievements and skills? They are more important than duties and responsibilities
- Have I tailored my CV to the job I'm applying for?
- Are all periods of time accounted for?
- Has irrelevant information been eliminated?
- Would it say the same thing if it was shortened?

## **CV layout**

- Try to limit the length to two pages
- Ensure employment history is written in reverse chronological order.
- Use subheadings ~ this draws attention to important information
- Keep all information concise and clear ~ short simple sentences, text and bullet points
- Use a clear typeface
- Make sure your CV is evenly spaced layout
- Make your CV easy to read!

## **Your CV should include...**

- Personal details ~ including name, address, contact numbers and email address
- Education ~ summary of education and qualification details including qualification titles, establishments, subjects and grades

- Career history ~ including job title, company name, roles and responsibilities, skills used and achievements.
- Remember to put your most recent position first on your CV. Your achievements are just as important and relevant as your responsibilities, they highlight more about you as a person.
- Personal Statement ~ use this to provide an overview of you!
- Activities and interests ~ let the company know what you like to do in your spare time!

### **CV Tips**

- An effective CV is the start of every successful job search
- You must take the time to create a CV that will hopefully get you an interview
- A CV must be revised periodically
- The content of your CV is as individual as you are
- Proofread, proofread, proofread!! Misspellings get noticed
- Provide positive proof for reasons why a company should employ you
- Be honest ~ all information must be accurate
- Any gaps in your CV must be accounted for
- Do not handwrite
- Use good quality white paper (if printing CV)