

## CV Advice

Even in this digitally driven world it is safe to say the CV is an essential tool in your job search. It should clearly show your skills, experience and achievements in order get you that dream interview.

- **Spelling and Grammar**

It should go without saying but there really is no excuse for grammar and spelling mistakes. Pay attention to the detail and use Spellcheck!

- **Make it easy to read**

Keep it simple and avoid using lots of formatting, fonts and text sizes. Use bullet points and keep sentences short. Use the graphic design trick of leaving plenty of white space around text and between categories to make the layout easy on the eye.

- **Length**

Try to keep it short – 2-3 pages only. This should be adequate to communicate your experience, achievements and education. Employers spend, on average, just 8 seconds looking at any one CV so keep it relevant and to the point.

- **Tailor it**

Take the time to tailor your CV to each role you apply for, making sure you point out relevant skills and experience for the post.

- **What to include**

- **Name and contact details**

- **Profile**

Include a short profile highlighting your strengths and skills relevant to the kind of roles you are applying for.

- **Employment History**

List each role with the most recent first. Each job should have a heading including your job title, the company name and start/finish date.

Summarise each role, detailing specific duties involved

Include key achievements in each job and back them up with numbers if you can

- **Education & Qualifications**

Include all qualifications and any professional affiliations placing most emphasis on those most relevant to the job

- **Technical Skills**

- **Gaps**

Explain any gaps in your employment. Leaving them on your CV can make employers suspicious and they won't give you the benefit of the doubt. Did you travel, do a course, volunteer, develop your skills? If so, say so.

- **Be Honest**

If you lie you will be very quickly found out.

- **And finally ...**

Prior to submitting your CV, proofread it and compare it against the job for which you are applying. Does it seem relevant? Are you communicating what you intended to? Make sure you have clearly identified the relevant experience and/or skills which you think make you a good candidate for that role.

We are always happy to help here at languagematters so if you're unsure, get in touch!