

# Your CV: Tips & Advice

It is important to make a good first impression, and often, the first impression is made by your CV.

- ✓ Ensure you have checked both the spelling and grammar - sometimes the spell checkers will not pick up on all mistakes, so ask someone else to read through your CV for you. It's sometimes useful to have a second pair of eyes to look over it.
- ✓ When describing your previous duties, don't list them like a job description - be descriptive and state what you actually did. For example, "Responsible for ordering stock" or "Used specialist software to monitor stock levels and order the required stock in order to replenish. This reduced wastage and "out of stock" instances by 40%..."
- ✓ Tailor your CV for a job, rather than sending out a generic CV that may be suitable for a particular role to showcase the skills needed for a particular role and that you are suited for that role.
- ✓ Ensure your CV is pleasant to look at and easy to read - CV's that are difficult to read or are cluttered with information are off putting for the reader.
- ✓ Ensure your CV is an appropriate length; you should ensure your CV is not too short and not too long. Generally, you should try to ensure your CV is no more than two pages long.

## What to include:

There are certain things that you should always include within your CV:

**Personal details:** name, address and contact details. It is up to you if you choose to include details such as nationality, marital status, age etc.

**Personal profile:** it is a good idea to include a short paragraph which summarises your skills and key strengths. It should be short and sharp, and it should summarise your key strengths. You don't need to go in to too much detail, as you can highlight these areas later in your CV.

**Employment history:** Ensure your current or most recent job is first and ensure your employment history is in chronological order. Include the company name and location and dates of employment as well as a description of your duties. Avoid gaps in your employment history - if there are gaps, try to explain them.

**Education and training:** Start with your most recent qualifications and/or training and work backwards. Ideally you should include the school/college/university you attended and the dates your qualifications were achieved and the name of the qualification. Always include any work related training courses or qualifications if they are relevant.

**References:** You can either include details of specific referee's or just put "References available on request". If you include details of referee's who would be willing to provide a reference for you, always ensure that you have checked with them, prior to sending your CV out, that they would be happy to provide a reference for you.



**At Abatec**, your recruiter can go through your CV with you and guide you to ensuring your CV is the best it can be and that it is relevant to the type of jobs you are looking for.

**If you would like to register your details with us, or would like an information chat about the opportunities available to you, please contact us on 01934 635025.**