

# TIPS FOR MAKING YOUR FIRST CV

- 01.** The main thing to remember when writing one is to keep it clear. The person reading it is most likely reading many other CVs and nothing stands out or impresses like a clear CV that is easily read.
- 02.** CVs give basic information about you, your education, work experience, skills & achievements. Start with your name & contact details you will need an email address and mobile phone number so a future employer can contact you!
- 03.** Keep it short, sharp and simple, no more than two pages. Treat your CV as an advertisement of yourself – be positive, sell yourself.
- 04.** Have one master copy – adapt and update your CV to suit each job you are applying for, (\*a tip\*– you will find the important words/phrases in the job advertisement, so have a look at that).
- 05.** Start with your most recent job/ education first and work backwards. Include any awards/ medals/ skills as they show commitment and dedication.
- 06.** Do not lie on your CV as you are likely to be found out at an interview or dismissed if you get the job.
- 07.** If you're asked for referees, include a past employer, teacher or sports coach – make sure to ask that person first! If you're not asked write 'References available on request' at the end of your CV.