

# 10 TIPS

## for Writing a Great CV

### 1 RESEARCH

Find out as much as you can about the company and the role you are applying for.

### 2 DON'T WAFFLE

Keep it concise and easy to read using clear spacing and bullet points.

### 3 BE TRUTHFUL

Don't be tempted to exaggerate, make up hobbies, or alter exam results.

### 4 CONSIDER YOUR EMAIL ADDRESS

Make sure it sounds professional.

### 5 AVOID GENERIC SAYINGS

Think outside the box and try not to use sayings such as 'I'm a team player'.

### 6 USE PROFESSIONAL FONTS

Stick to fonts that are clear and easy to read.

### 7 LIST IN REVERSE ORDER

List everything in reverse chronological order so the most recent is seen first.

### 8 PROOF READ

Always get a second pair of eyes to look at your CV before sending it out.

### 9 COVER LETTER

Always include a cover letter stating the role you're applying for and why you think you are suitable.

### 10 FIND YOUR STRENGTHS

Complete a Belbin GetSet report to identify your strengths and communicate them effectively.