

Your guide to writing the best CV

We know that employers receive thousands of CVs every day. So, before we send your CV to an employer, we take the time to make sure that it looks as good as it can.

Firstly, we need to make sure that the employer will want to read it by keeping the layout as simple as possible. Ideally, it should be no more than two pages long.

SOME IMPORTANT TIPS WHEN WRITING YOUR CV

- Start with your work history, with your most recent job first. This should be followed by your educational details, other skills and any hobbies or interests
- Use short sentences and bullet-points. You can always expand on these at the interview
- Make sure there are no typing or spelling errors
- Include activities outside of work such as sports, club memberships and community work
- Concentrate on any differences you've made to your company or department
- Only use one typeface, and ensure the headings are consistent in style and size
- Account for gaps - travelling or taking a few months off is fine as long as you explain it
- Don't use humour - what you find funny might not appeal to a potential employer
- Be ready to provide references - ideally one professional and one personal
- Most importantly, don't over-elaborate or lie

Lastly, get someone to read through your CV to check that it reads well and that there are no errors.

Take a look online or talk to one of our consultants at HR GO Recruitment. We are always happy to give help and advice to candidates.

For more information on getting a job and managing your career visit:

www.hrgo.co.uk/careers-advice