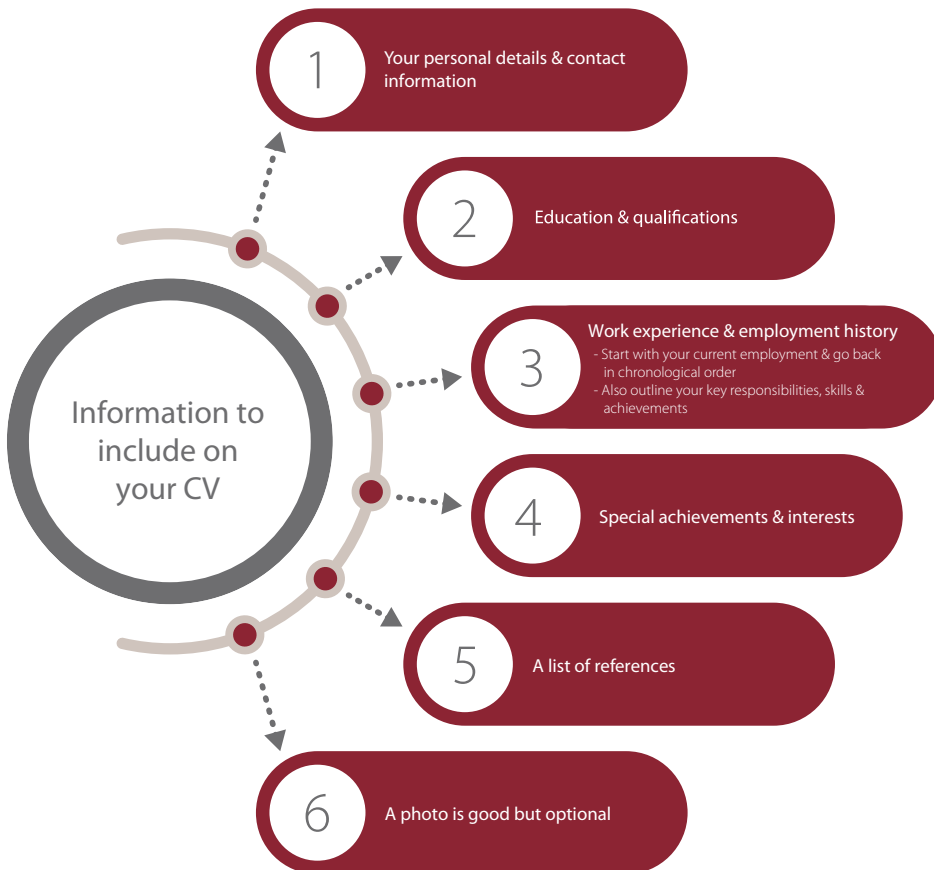




## Your CV



### YOUR CV SHOULD BE

CLEAR

CONCISE

CURRENT

## Tips for writing your CV

- Keep your CV real, tailored and to the point. Make sure you highlight exactly what skills you have. Use bullet points.
- It is a good idea to include a cover letter. This is a short personal statement explaining why you are the best person for the job.
- Your CV must be a truthful reflection of who you are, your education and your level of experience.
- Make sure it looks good and has a professional and consistent format from beginning to end.
- Don't leave any gaps, ensure your employment history flows and if there is a period where you were not working, ensure you explain the gap and highlight the positive reasons for that period. It might be a good idea to highlight learnings during that period such as courses you did or voluntary work you were involved in.
- Double check your spelling and grammar.

Remember key words are important especially when you are loading your CV onto a recruitment site – make sure you use the right words significant to your experience and the role.