



Tips for Effective CVs

Nowadays, it is likely that an employer will have several suitable candidates for any job and you must ensure that it is your CV making an initial impression.

Candidates must understand that an interviewer will use the first stage of the selection process to

- Reduce the number of applicants
- Assess any evidence that the applicant matches the job and person specification
- Set an objective benchmark and therefore reduce the risk of discrimination
- Select the best candidates to interview.

Your CV Selection Strategy

- Accurate and well structured, with clear headings
- Logical
- Key skills/experience/qualifications easily identified
- For most circumstances, it should not exceed two sides of A4
- Spell checked
- Tailored to the position and organisation

About you

- Your contact details
- A brief summary of your education and further study
- Relevant qualifications, both essential and desired
- A chronological summary of your work experience working backward for about five years
- Experience of a similar job that may illustrate your awareness of the challenges
- A brief summary of hobbies that may give an indication of your personality or interests
- If the role requires you to be a team player, emphasise team experience or hobbies
- Arrangement for provision of references

The employment chronology should be the largest part of the CV with most recent jobs having the more detailed content including

- dates, key responsibilities and measurable results achieved
- Include aspects that illustrate a close match to the job description/person specification criteria

Experienced interviewers will look for areas that could be regarded as negative and although they may not prevent you from getting an interview, may be addressed if you reach that stage. Under current legislation you are not required to include age, marital status or children

Negative or maybe not

Frequent Job Changes - May indicate you find it hard to settle, have a short attention span, or can't deliver results

Gaps in employment history/missing periods of time - There may be valid reasons that make you more, not less, employable (for example, because you were off doing a year of charity work) and you must make it clear, or the interviewer may assume that you are hiding or falsifying information

Application forms

Complete to instructions while trying to stick to as many of the key principles applied to CV writing as possible

Always keep a copy of your application form