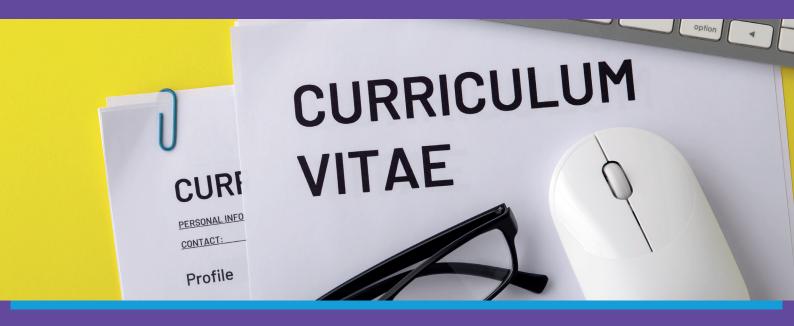
CREATING A CV



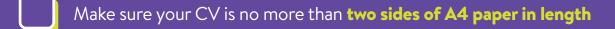
Whether you're updating your CV or starting from scratch, our top tips will help you to stand out.



Tips for a top CV

Find a template online to help structure your CV, it will make it clearer and easier to read
Don't include personal information such as age, gender, marital status,

health conditions etc.



Check spelling and grammar, font type and size. It all needs to be accurate and consistent





Tailor your CV as much as possible using buzz words from the job description itself
Only use relevant and up to date information don't list jobs/skills from 15+ years ago
Tweak your CV if applying to different sectors - what's top of the list for an admin role would be different to applying for a job in events
Avoid waffle. Every sentence should add value
Make sure that all information you share is a true reflection of your skills and experiences. You need to be able to talk about them at an interview
Think of your CV as a working document that you should continue to update and improve



It's always hard writing about yourself, so ask family or friends to have a read to help make sure you don't miss out anything important. For general advice, there are lots of resources available. Start by visiting:



www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv www.nationalcareers.service.gov.uk/careers-advice/cv-sections



If you're interested in finding out how our HeadsUp employment support project could help you, **check out our website or drop us an email.**

www.enableeast.org.uk/headsup

headsup@enableeast.org.uk