

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.
- ☐ Make sure your CV is no more than **two sides of A4 paper in length**
- ☐ 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.**

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