

**CV WRITING TIPS
BY
PRIMUS PERSONNEL**

If you are looking for a job, then it is very important that you understand how to offer yourself in the best way to an employer.

Your CV will create the first impression that a prospective employer has of you, so it is important and worth spending time on. Job selection is always down to how you sell yourself on paper.

Have you got the sales tactics right for the level of job you are going for? Have you rewritten your CV or just revamped it? Have you equipped yourself with the winning CV approach?

**HERE ARE A FEW TIPS THAT MAKE SURE YOU GET TO THE TOP OF THE
PILE**

IN SUMMARY A CV IS:

Your Life History

Your job history

Your achievements

YOUR SKILLS

KEEP IT BRIEF AND FACTUAL

The main body of the CV should not exceed two sides of A4. It should mainly encourage a perspective employer to see you and act as a reminder of after the interview.

MAKE IT LOOK GOOD

How the CV looks will express something about you. Neat and slightly understated is generally better, though you could include a couple of unusual elements just to give a bit of character.

ESSENTIAL INFORMATION

Make sure that you include:

Your full name (name you are normally known by)

Date of birth

Address

Contact phone numbers

Email address

ACHIEVEMENTS

An achievement is unique to your experience and functions as evidence of your abilities. List the achievements that are directly related to, and can improve, their business.

WORK HISTORY

This should go back at least five years or over your last three jobs, whichever is the longer period.

Give details of your job title, the company name and address, together with its type of business.

List your main responsibilities, clients that you worked for, important projects, training received, and what you achieved while there.

SKILLS AND EXPERIENCE

List your major skills and experience, including software. List as much as you can, but be sure that you do not give an exaggerated impression of your abilities. Avoid lengthy descriptions.

ABOUT YOUR EDUCATION

Brief details and dates of school/college/university etc and the qualifications you achieved. Also include any positions you held.

INTERESTS

Always include hobbies and interests. This can be as little as a few words and never more than a few lines. They give an impression of you as a person and are often discussed in an interview.

REFERENCES

Include two work references. Generally these should be from your last two employers, unless they were very short periods of work. Bear in mind that if you do not give a recent employer as a reference you may well have to explain why!

SEND A COVERING LETTER

Unless the advert tells you not to, always send a covering letter. This should highlight the two or three areas of experience from your CV that are most relevant to the advertised job. Never send your CV out on its own.

AND FINALLY

Don't be too specific about the type of job you are looking for life, as they say, is the art of keeping your options open, and we will always let a prospective employer know the reasons you are interested in the job.

Don't use a lot of colors, tints or ultra-small type. The CV will almost certainly be faxed or photocopied, and we will want to scan it into our search database

Don't use slang.

Don't be dishonest you will always be found out sooner or later.

Don't be unprofessional or pass negative comments.

Don't forget to use the spell-checker and also ask for a second opinion!