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offering you a new direction



1. Use Your Words!

It's always great to get input and help with your CV to help make it as professional as possible, but make sure you use language that you yourself would use. It's also important not to fill it full of 'flowery' words – if you've had some help, make sure you understand everything that's written down, as employers like to ask about the content of your CV.

2. Sell Yourself

If you don't blow your own trumpet about your skills – who will? No one! Use this opportunity to tell them about all the skills and experience you have - this is your chance to shine! Be confident about your abilities, and write your CV knowing you are putting in your best effort to get the job.

3. Keep It Simple

You don't need a fancy font – use something clear and easy to read, and make the size big enough for the reader to see clearly. Arial, Calibri and Tahoma are popular, size 11, but find one that you like! Always keep the text colour black.

4. Mix It Up!

Employers tell you what skills and experience they're looking for in the job advert, job description and/or person specification, so make sure you tailor your CV for every job you're applying for, and show them exactly how you meet their requirements. Not only is this helpful to the employer, as they can clearly see how you meet the criteria, it's also very helpful for you to be sure that you have the skills they need!

5. Make It Applicable

Try not to list the tasks you did – instead, tell the employer the **skill** you used to do the **task**. This is called a **transferrable skill** – it is demonstrating how you have a skill that can be transferred from one work environment to another. Confused? Let us explain..... A doctor spends their day diagnosing clients and a shop assistant spends their day serving customers. What do they both have in common? Both jobs require excellent customer service skills and excellent interpersonal skills. Stripping

back the task you completed and thinking about what skill you used will make your CV more appealing to employers.

6. A CV For Every Occasion

If you are applying for different types of jobs (E.G, retail, administration etc.), try to have a CV tailored to each industry, as each will have a different set of skills they will be looking for. **TIP:** tailoring your CV for each role may improve your chances of standing out, because they have a list of skills they'll want their new team member to have, so by matching their requirements closely, you're giving yourself a better chance of being selected for interview and for the job!

7. Keep It Current

It sounds a bit obvious, but keep your CV up to date and always check through it before you send it to any employer, make sure you are sending the most recent and up to date version.

8. Check, check and check again.....

Before you submit your CV, make sure you check it with a fine tooth comb. Here's a little check list for you. This list is not exhaustive.

- ✓ Check for typing errors, spelling mistakes
- ✓ Check all your contact details are up to date
- ✓ Check for conflicting dates, and ensure all dates are accurate
- ✓ Check the format (including font, size, any underlining, bold, and columns used) are all consistent throughout the CV

9. Cover Letter

Make sure you ALWAYS submit a cover letter with your CV. A CV shows how you technically meet the requirements of the job, but a really good cover letter/email can hook the employer from the get-go, and show how passionate and excited you are about the role. Need some more help? Look out for our Top Ten Tips leaflet on writing a cover letter!

10. Finally...

Most importantly – just remember, one size doesn't fit all, so how you present your CV is entirely up to you – just make sure it totally reflects your skills and abilities.

Do you need some more help with writing your CV? If so, please call 687014 or email jobcentre@gov.im

