

CV Writing



CV styles can vary and should include work history, achievements and skills

It is important to tailor your CV to each position you apply for. Taking the requirements of the position and bring forward your relevant skills.

From experience **the recruitment centre** advise you to keep your CV to a minimum of two pages.

Once complete it is important to check your CV to ensure that all formatting is correct and that there are no spelling mistakes!!

Basic format for a successful CV

Personal information – Name / address/mobile number/email address

Profile – this is your chance to push forward your skills and qualities for the job you are applying for

Work History – always start with your most recent job first and always include start and finish dates, include fantastic achievement if relevant for the position you are now applying for.

Training, Skills and Qualifications (starting with the most recent first)

Hobbies – it's good to add a few hobbies, interests etc

References – supply details of 2 reference

the recruitment centre will happily advise you on how to improve your CV if required.