

## GUIDE TO WRITING A PROFESSIONAL CV

A professional CV is one of the best ways to make yourself stand out to potential employers. ICSE have prepared this Guide to writing a professional CV to help you to create an effective CV and make a great first impression. Follow our top 10 tips to creating a professional CV.

- 1. Content:** Keep your entire CV to a maximum of 2 pages. Any longer than this and the reader loses interest.
- 2. Spellcheck:** Double check your spelling and grammar. Read and re-read your final CV before sending it. Carry out a spelling and grammar check on your computer but don't rely on these and make sure you manually check every line for errors. Consider having a friend or family member read over it for you and give their opinion.
- 3. Be relevant:** In order to keep your CV to the point, make sure you put the most relevant info (work experience, education) to the top and only include relevant info to the job on the CV.
- 4. Be consistent:** Different size fonts and headings can look very messy so keep it plain, simple but most of all consistent. Using an enlarged font for heading and contact details is acceptable but keep all other information uniform and consistent.
- 5. Keep it fresh:** If applying for a few different positions, make sure to update and change your CV to suit each job. It might be a bit time consuming but could make all the difference. Make your skills and experience relevant to the role you are applying for. Even if you worked in other fields they will have some transferrable skills across a number of industries
- 6. Contact information:** Your CV should start with your contact information. Double check that you have a phone number and e-mail at the top of your CV. Might be obvious but you'd be surprised how many people neglect to add these details or have typos or missing digits in their phone numbers. The more ways a potential employer has to contact you the better.
- 7. Formatting:** Use bullet points to keep your information snappy and easy to read. Chunky paragraphs will just look like effort to whoever is reading them. A short simple summary of each bullet point is sufficient.
- 8. Timeline:** Your qualifications and training as well as your work experience should begin with the most recent and most relevant to the role you are applying for.



**9. Referees:** Generally you can include 'references available on request' at the end of your CV but if you are including contact details for the referees make sure and let them know that they can expect a call.

**10. Work Experience:** Keep your work experience relevant to the role you are applying for. Avoid making your description about your previous role. Instead focus on the skills you acquired in that role and how they apply to the job you want. Include the name of organisations that you previously worked for as well as your role in the organisation. Don't take it for granted that the person reviewing your CV will know what it does.

**GOOD LUCK**