

TOP TIPS CV DO'S & DONT'S



MAKE IT ONE PAGE

When you're young keep it 1 page, extend to 2 when you've had several jobs.



PERSONAL INFORMATION

The title - 'Your Name' CV. Your name, contact details and a profile statement/ personal summary.



EDUCATION

Include the school/college attended and your most recent qualifications first.



WORK EXPERIENCE

Include the most recent first & any voluntary work. Include employer, dates, your role and responsibilities.



SKILLS

Only include relevant skills to the job, e.g. Good with IT, driving license, any achievements.



HOBBIES/INTERESTS

Include what you are passionate about, e.g. photography, cadets, climbing munros.



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TOP TIPS CV DO'S & DONT'S



LIE

Always tell the truth. If you lie there is always the chance of being found out.



MAKE IT BUSY

Don't use fancy fonts or colours. Try to keep it in a clean and simple format.



PHOTO/DOB

Don't include a photograph or your date of birth unless required.



MISTAKES

Always check and then double check for spelling mistakes and typos.



SILLY EMAIL

Don't use a silly email address. Make a new one if need be.



HIDE

Try and make yourself stand out and be of interest to the reader.



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