

## CV Writing Techniques

A Curriculum Vitae (CV) is an opportunity for you to personally advertise yourself to a prospective employer.

These tips will guide you in how to write a compelling CV that will present you and your professional experiences in the most interesting, unique and impressive manner.

How to write a winning CV - 10 top tips!

- Try to stay away from writing Curriculum Vitae at the top of the page; it is obvious to employers what the document is.
- When listing your previous work experience, always list your most recent role first.
- Employers are interested in what you are doing now.
- Keep your information relevant to the job you are applying for. If the information they need is not immediately apparent, they will not look for it.
- Provide up-to-date contact details and ensure you have a professional voice mail message recording. Don't risk missing that important call.
- Leave an appropriate email address for contact. E.g.- crazyman@aol.com is NOT appropriate or professional.
- Make sure that there are no spelling, grammatical or formatting errors - get as many people as you can find to proof-read your CV.
- Layout and design should be legible, consistent and easy to follow, with good clear headings, large easy-to-read type face-such as Times New Roman, Verdana or Arial.
- Keep it as short as you can - preferably to two sheets of A4 paper (make sure the paper is good quality). Do not waste an entire cover page to introduce your name.
- References? - Only include them if you're asked.
- Do not include a photo unless required
- Don't forget to do a covering letter. Personalise and tailor this to respond to the criteria within the ad.

Writing a CV can be a very difficult process. However, as it is integral to the recruitment process, it is vital to get it right. If you're unsure or need help in writing a CV, contact an Aspire consultant today.