

Points to consider whilst writing your CV

We understand how job hunting can sometimes be a daunting, time consuming and frustrating process, here are some important tips on how to prepare your CV.

- Your CV should list your current / last job first then work backwards to education
- Where possible keep your CV to 2 pages (your potential employer maybe reading several CV's)
- Always fill in gaps of time, never leave your potential employer wondering what you were doing in a certain stage of your career
- You are not obliged to give personal details regarding your age and marital status, it's entirely up to you!
- If possible, have your CV available in both hard and soft copy formats
- Prior to forwarding your CV always check that you have your current contact, address and email details
- Always check your CV for spellings, and grammar errors, errors like these can discount you at an early stage

Finally, it does no harm to follow up your CV via a telephone call to ensure safe receipt and where possible check time-scales relating to the recruitment process