

## CV 'How to' Guide

To ensure that your CV passes the initial screening it must be:

**Interesting** – too many CVs are wordy, dull, jargon-filled rewrites of a job description. Your CV should be positive and interesting, relevant, with the information presented in short, punchy sentences.

**Attractive** – well laid out on good quality paper with plenty of space and an attractive typeface.

**Informative** – presenting achievements, skills and experience succinctly without the clutter of unnecessary, non-essential information.

**Professional** – revealing a clear thinking individual with an appropriate mix of achievements, skills, experience and personal attributes. Wherever possible, let your personality show through.

**Short** – Two or three pages will be sufficient in most cases, with four pages the maximum length. Any lists of publications, papers, hard and software used can be added as an addendum. Every word and phrase must earn its place.

**Factual** – Accurate and specific. Achievements should be quantified with a summary of the relevant facts. Further details can be provided at interview.

Your CV must also include:

- Your name – the name you are known by professionally
- Your address, postcode and telephone number
- A brief profile highlighting the aspects of your expertise and career that you wish the reader to focus on together with personal characteristics which have made you successful
- Your highest professional and academic achievements
- Up to six major achievements, introduced with action words, quantified wherever possible and illustrating an appropriate balance of technical, people and creative skills