



## Preparing a good CV

1. Keep it brief.
2. A good layout will make it easy to read.
3. Include contact details.
4. Include a personal profile that is a positive picture of you and gives a good first impression.
5. List your qualities, skills and strengths.
6. Start with your most recent job and work backwards.
7. Include part-time, voluntary and self employment positions.
8. Keep your descriptions brief and to the point.
9. Include all your achievements, training and qualifications achieved.
10. Include your spare time activities and personal interests.
11. Don't use the same CV for every job or employer. Take the time to customise your CV and demonstrate how your experience and skills link to each individual job you are applying for.