

## Curriculum Vitae - Tips

**There are many different ways of presenting your CV to the best effect. Here are some tips which you may find useful:**

**Profile** - Start with this at the top of your CV. This is your chance to define who you are, to say what skills you have and what YOU are like (but keep it brief).

**History** – Your career history should be in chronological order with the most recent first and with less detailed information the further back you go.

**Achievements** – Be specific and make sure they are quantifiable and clear. Also make sure that any responsibilities you had are equally clear.

**Skills** – Include your key skills but leave out anything that is only at a basic level, for example software or languages where you only have a very basic command.

**Layout** – Some problems such as career gaps, too many jobs or too long in any particular job or sector, can be addressed by changing the way your CV is laid out.

**If you need some advice or help with your CV please let us know.**