

HOT TIPS ON C/V WRITING

- It must be 100% error free and look good on the page
- Spell "Curriculum Vitae" correctly!
- There are many different formats for writing a C/V
- Don't use something very trendy unless you are sure it would be appropriate for the workplace you intend sending it to
- It is better to use "Word" and not a template, as it can be hard to change
- Suggested font is Arial with 12 and 14 for headings and 11 for the main body of text.
- A school leaver C/V is usually two pages at the most and a conventional format
- Justify always looks neat
- It is better not to have a hotmail address
- Your email address should not be something like "hotchick" for obvious reasons
- Use the tab key to space across and not the space bar
- Turn on "Show all characters" so you can see that you have the correct spacing
- Dates for "Achievements" etc go from the most recent
- Do not go back to Primary school information
- Your Personal Statement should be backed up with examples, not just claims e.g. "I am good at sport" is not enough
- Under referees you may put "Available on request"
- The referees you choose should be easily available by phone
- You must ask permission to use people as referees before you send the C/V
- The C/V must be totally truthful including the marks for a subject
- Always send a covering letter and find out the name of the person you want to send it to, not "Dear Sir/ Madam".