

CV GUIDELINES



The Curriculum Vitae – Latin for ‘life story’ – is quite simply an advert to sell yourself, your skills and your experience. At City Associates we know the importance of getting the best out of you in your CV. With that in mind, we have prepared the following checklist. If you follow this guide, it will ensure that your CV stands out from the crowd.

DO:

- Use a computer to produce your CV
- Check your spelling and grammar.
- Use a simple layout.
- Make sure you include contact telephone number, current address, email address (if you have one), and most importantly your name!
- Include a short personal profile at the beginning of your CV.
- Include your educational qualifications including subjects and grades.
- Detail your IT skills and relevant courses completed and any language skills.
- List your work history starting with your most recent position, including the names of employers and your job titles.
- Detail your daily and monthly responsibilities, and duties for your recent positions.
- Explain any projects or achievements you have been involved in.

DON'T:

- Use different font types, sizes and colours.
- Try to cram everything onto the page, use lots of white space instead.
- Ramble on and on, consider using bullet points to start sub-sections or lists.
- Write your CV in a hurry, it may take two or three drafts to get it right.
- Use abbreviations such as ‘admin’ or ‘temp’, use ‘administration’ or ‘temporary’.
- Include salaries or reasons for leaving each position, these can be discussed at a later date.
- Distort the truth, it will be discovered and could lead to an offer being withdrawn.

Our consultants are always happy to help and advise should you have any concerns about your CV.

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