



The basics

“It is your own personal selling tool. Your curriculum vitae gives about two minutes to create the right impression and if it is right, you will gain an interview.”

A **curriculum vitae** is a marketing tool. With your CV you will be able to promote yourself. When writing a CV look at it from your employer's point of view, would you stand out against the competition and would the manager want to talk you for a possible job?

How do you create your CV?

Assemble all the facts and list the information you need to include in your CV.

What do you include?

Firstly, you should always start with your name, nationality, all contact details ie: email, mobile, home and work numbers and of course your postal address.

Multimedia CVs

Using all-singing, all-dancing file formats can backfire if an employer doesn't know what to do with them.

Interests and hobbies

If you're trying to sell yourself as a team player, don't forget to mention that you play in a team every Saturday afternoon. Focus on how your leisure interests can show that you have the right skills for the job.

Multimedia CVs

Don't underestimate the power of the referee.

Interests and hobbies

Unless you want to spend the rest of your professional life living in a complicated (and deeply unfunny) French farce, don't be tempted to lie on your CV, it could well cost you your job. If you have taken a year out or indeed a few months to go traveling put it down. A gap on a CV only raises eyebrows! Be honest!

And finally - When your CV is finished, it should ideally be no more than two pages long, three at a push.