

AIM – To Catch the Potential Employers Attention

(If you can do this, half the battle is won)

When an employer is sifting through a pile of cv's you need to make sure that it is your cv which stands out from the crowd and doesn't end up filed in the bin with the dross.

Before reading a page most people scan it first, working diagonally down from the top left corner. Similar to writing an advertisement or a newspaper headline, you have a matter of seconds in which to capture the attention of the reader, enticing them to read on in more detail.

Design your layout effectively to put key information in prominent positions where it will be rapidly noticed by the reader.

Try and obtain a job description and find out what the employer is looking for – then tweak and tailor your CV to match, high-lighting key attributes or qualifications relevant to the job your are applying for.

Do

- § Include a photo – ideally from a digital camera or scanned into the document (See Further Photograph Hints below)
- § Always type your CV using a word processor and print it out on quality paper if possible.
- § Make sure you use a spell checker to avoid embarrassing and careless spelling mistakes.
- § Use a clear font type, colour(s) and text size
- § Be concise and accurate and make use of bullet points rather than long paragraphs
- § Make use of Bold, Underline, Italics and Justify functions to enhance your document
- § Try and keep your CV to 2 sides of A4 in length. A third side can contain contact details of referees or a sample menu if you are a chef!
- § Make sure you have obtained the consent of referees before including their contact details.
- § Ask a parent, colleague, teacher or friend to read it through and offer any advice or suggestions for improvement.

Don't

- § Write only in capital letters
- § Keep changing fonts or colours frequently
- § Waste space by including unnecessary information e.g All your GCSE / A-Level Subjects and grades! Summarise in a bullet point instead e.g. "10 GCSE's at A Grade"

Photograph Hints

- § Look confident, happy and don't forget to smile!
- § Present a smart and professional appearance, dress conservatively, a suit or uniform (men – try and wear a tie) and no provocative or exotic hairstyles! Try and avoid showing unusual piercings and tattoos!
- § If possible have a photograph specifically taken – Head and Shoulders and nothing distracting in the background!
- § If attaching a printed photograph to your CV do not forget to label it on the reverse with your name
- § If sending your CV electronically via e-mail or the internet, using an electronic image – try and keep the image file size below 100kb.

KEY POINTS TO INCLUDE

- ▶ Your Name
- ▶ Head & Shoulders Photograph
- ▶ Address
- ▶ Current telephone number
- ▶ E-mail address
- ▶ Nationality
- ▶ Marital status
- ▶ Smoking habits
- ▶ Relevant qualifications / Key higher education achievements
- ▶ Sea mileage or days at sea (for Yachting Jobs)
- ▶ Details of previous positions held. Include, dates, name of company/vessel and position, with concise details of role and main responsibilities
- ▶ References with current contact details
- ▶ Pastimes & Hobbies. Be honest and try to keep the list short

Consider adding a brief Profile and/or summary of career Objectives on the first page

REMEMBER: Your CV Will probably be the first impression the potential employer will have of you and we all know that first impressions count!