

Top Tips for CV Success

Market yourself - Before you start, think about all the things you want the employer to know about you which might make you stand out. Good academic marks, prizes and scholarships, relevant modules, relevant work experience/placements, voluntary work, involvement in extra-curricular activities. What makes **YOU** different?

Tailor your CV to the role/sector - What is the employer looking for? Analyse the person specification and the job description to make sure you understand what skills, qualities, qualifications and experience you need to demonstrate. Make it easy for the reader to see how well you match their criteria. For example, in the Education section you could include specific modules and projects, dissertation topic, good academic results. In the Employment section think about which jobs are most relevant and which ones you could summarise more briefly. Describe your jobs in a way that demonstrates relevant skills.

Use a structure that works for you - Standard headings such as Education, Employment and Additional Information may be fine, but consider using others such as Relevant Experience, Projects, Clinical Placements, IT skills or Voluntary Experience if these are more appropriate. Find out what the CV conventions are in the industry you are applying to.

Keep to two pages - It's **your** job to select the important information - not the employer's, so keep it focused. Decide what the person reading your CV needs to know and summarise less important information.

Include facts and figures - Employers like specifics. If you supervise staff - how many? If you manage a budget – how much? If you deputise for a manager – how often and how long for? This type of information makes your CV convincing and helps the employer understand what you actually did.

Focus on your achievements - These can really make you stand out. Employers are interested in what you have achieved as well as what you did. When you are writing about work, volunteering and other activities think about what evidence you could provide that shows you did well. It could be getting promoted, meeting targets, making changes, feedback from customers, raising funds or organising an event within a set timeframe and budget. It's not about boasting; it's about recognizing when you've done a good job

Aim for clarity - Small cramped text in large blocks is off-putting and difficult to read. Don't make employers work too hard to discover your talents! Use a clear font such as Arial in a minimum of 11 point and leave plenty of white space. Bullet points can break up big paragraphs. Employers often scan CVs for information rather than reading every word from start to finish; so clear headings make it easier for them to find the information they are looking for. Make sure your CV is well organised and has accurate spelling and grammar.

Consider appearance - Is the look of your CV creating the right impression? Does it appear professional? Make it appropriate to the industry. For example, if you are applying for a creative job does it show off your design skills?

Make a good first impression with your covering letter - As well as stating what job you are applying for you can highlight your strengths and convey enthusiasm for the job.

Seek Advice - We know that putting together a really good CV isn't easy! Advisers in the Careers Service are happy to give advice and feedback on your CV (but we cannot check your spelling and grammar). See our website www.tees.ac.uk/careers to find out about eligibility and how to get advice.

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