Top Tips for a Successful Curriculum Vitae (CV)

1. Produce a slightly different version of your CV for every job you apply for- highlighting your key skills and experience most relevant to the job description requirements. Use your opening personal statement to clearly match your skills and experience to the job you are applying for.

2. Employers have a high volume of CVs to look through and yours needs to stand out. Employers want to see how you will add value to their company. Make sure you give them plenty of reason to read beyond the first paragraph of your CV.

3. Keep the layout simple and uncluttered with clear section headings and well-organised information that is easy to follow.

4. Always word process your CV and print out on to good quality A4 paper, using no more than 2 sides. Some employers still appreciate CVs being dropped off in person.

5. If you have had a lot of jobs you could group some together or summarise periods of time. There is nothing worse for a recruiter than reading every two week contract you've had in the last ten years.

6. Your CV should show a continuous history for you from the end of secondary school to date. You should explain honestly any gaps e.g. time spent travelling, bringing up a family or not employed. For periods of time not in paid employment highlight any voluntary work, training or activities that you did

7. Be honest about any hobbies or interests you include – don't add things to impress as you may get caught out at interview. However, do try to include those hobbies and interests which will make a positive contribution to your employment, e.g. voluntary work, club membership or charity work.

8. Never lie on a CV, it can only lead to trouble

9. Check spelling, avoiding jargon and abbreviations and get a friend or colleague to check it for you.

10. Use your CV as a guide when filling in application forms and make sure all information and dates match.