

**CV Writing Tips – Make Your First Impression Count**

Your CV is your personal brand on paper. Here's how to make it shine:

**Structure Your CV**

* **Contact Information**: Full name, email, phone number, LinkedIn profile.
* **Personal Statement**: 3–4 lines summarising your skills, goals, and what you bring to a role.
* **Work Experience**: Start with your most recent role. Include company name, job title, dates, and key achievements.
* **Education & Qualifications**: List your most relevant and recent qualifications.
* **Skills**: Include both hard skills (e.g. software, languages) and soft skills (e.g. teamwork, communication).
* **Optional**: Volunteering, certifications, or interests (especially if relevant).

**Top Tips**

* Tailor your CV to each role—mirror the language used in the job description.
* Use bullet points for clarity and measurable achievements (e.g. "Increased sales by 20%").
* Keep it to **2 pages max** unless you're in a senior role or technical industry.
* Save and send your CV as a **PDF** to preserve formatting.

**Cover Letter Advice – Add a Personal Touch**

While not always required, a strong cover letter can set you apart.

* Address the letter to the **hiring manager** if possible.
* Explain **why you want the role** and **why you’re a good fit**.
* Mention **key achievements or relevant experiences** not fully detailed in your CV.
* Keep it concise: 3–4 short paragraphs are ideal.