

**Your CV is your  
personal sales  
brochure.**

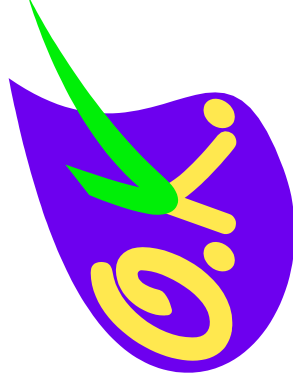


One size  
does not fit  
all —  
no such  
thing as the  
perfect CV.



# CV Appearance

- ▶ 2 A4 pages – good quality paper-white
- ▶ Use appropriate typefaces \_ 11/12 point size
- ▶ Allow plenty of white space
- ▶ Clear layout & headings \_ uncluttered
- ▶ Short, focused sentences \_
- ▶ Use bullet points
- ▶ Check spelling & grammar
- ▶ Use competency based words



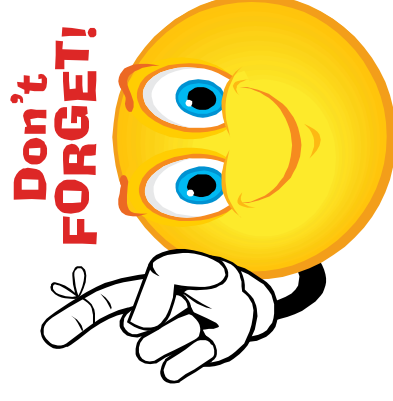
# What to avoid

- Irrelevant personal information
- Take care with abbreviations
- Any failures \_ educational, professional or personal
- No binders, folders or title pages - post unfolded
- Avoid graphics, tables, fancy patterns or borders
- TITLE of the document is your NAME



# Things to remember.....

- List jobs in reverse chronological order (most recent first)
- Concentrate on most recent (one or two)
- Four to six bullet points per job \_ no more
- Use action/competency-based words – ‘smart 3<sup>rd</sup> person’
- Offer concrete evidence of achievements  
(Performance based statements)



# CV Headings

- ▶ Personal Details
- ▶ Profile?
- ▶ Key Skills & Experience (Key Skills & Achievements)
- ▶ Education
- ▶ Work Experience
- ▶ Additional Information (if relevant)
- ▶ Hobbies and Interests
- ▶ Referees (can put references available upon request)



# How to make your CV stand out

- ▶ List your **Key Skills & Achievements** (after your personal details)
- ▶ 4-6 bullet points targeted to desired job
- ▶ Points out to employer why you are suited to the position
- ▶ Your ‘News Headlines’!



# Example: Childcare

## Key Skills & Achievements

- ▶ Full FETAC level 5 Childcare qualification, including 4 distinctions
- ▶ 2 years experience working with children in a childcare setting
- ▶ Excellent communication skills developed in childcare and waitressing roles
- ▶ Motivation and work ethic demonstrated by my ability to successfully complete a full-time course while working part-time.
- ▶ Passionate about working with children since my early teens





# How to make your CV stand out

## Work Experience Section:

- ▶ Use 'Action' words to describe you work experience
- ▶ Use Bullet points
- ▶ Don't talk about what you were supposed to do, Talk about what you did!
- ▶ If your job is current, then use the present tense



# Performance –based statements

- ▶ Emphasise the skills and experience that suit your target job!
- ▶ Use figures if you have them to support your statements
- ▶ Write about your achievements in performance based language  
e.g. Retail job
- What commission did you earn?
- What were your successes with difficult customers?
- What was your attendance record?



# Work Experience

## Example: Waitressing


Name & Address of Employer, Dates, Position

- ▶ Waited tables in a busy restaurant, frequently serving 30 tables a night
- ▶ Served up to 10 tables at a time, staying calm when under pressure
- ▶ Interacted with customers with warmth & friendliness
- ▶ Handled complaints calmly and sensitively
- ▶ Won employee of the month 3 times



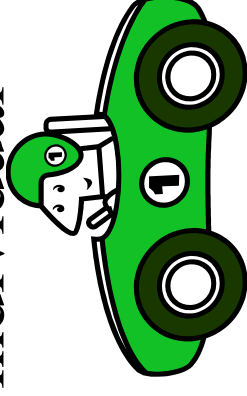
# **Example:**

## **Self-employed tree surgeon**

- ▶ Worked in highly pressured environment where meeting deadlines was paramount.
  - ▶ Liaised with Local Authorities to plan and schedule works.
  - ▶ Conducted Site Surveys, to assess equipment and manpower needed.
  - ▶ Communicated with client on site to ensure smooth running of project.
  - ▶ Organised work rotas for crews, delivery & return of equipment.
  - ▶ Prepared Quotations for clients.
  - ▶ Where potential obstacles were identified, developed strategies to minimise these.
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# Hobbies & Interests

- ▶ Another place where you can present your skills and achievements
- ▶ Team sports particularly good
- ▶ Leadership role if captain
- ▶ Volunteering shows a social conscience & caring nature
- ▶ Wins of any kind demonstrate ambition & commitment
- ▶ Hobbies also give sense of a more rounded individual which employers like



# Hobbies & Interests

- ▶ Avid reader of biographies, particularly those of sporting heroes
- ▶ Passionate supporter of Manchester United
- ▶ Swim ten 50 metre lengths 3 times a week.
- ▶ Participate in an annual 10k Charity run. Have raised €1000 for the Irish Cancer Society



# Achievements

- ▶ You probably have more of these than you realise!
- ▶ Awards in school, college
- ▶ Sporting achievements
- ▶ Raised money for charity



# Conclusion

- ▶ Make sure your CV is easy to scan in 30 seconds!
- ▶ Headings should stand out
- ▶ Use bullet points
- ▶ Sell yourself, your experience, your skills and achievements! Don't be shy
- ▶ Back up statements with figures
- ▶ Provide evidence of your skills
- ▶ Use Competency based verbs
- ▶ Grammar and Spelling perfect!

