

CV TIPS

Your CV is your first selling point to both NonStop Recruitment and to a potential employer, and should make a good impression. Often companies will have hundreds of CVs to look through, so your CV needs to stand out in order to be asked for an interview. Certain pieces of information, such as contact details, need to be easy to find!

A few points to keep in mind:

- Discrimination against a person on the grounds of their age is prohibited by law, therefore it is not necessary for you to add your date of birth to your CV.
- Your skills are the key to a job application. Avoid including too much personal information, such as gender, marital status, race, religion, which are irrelevant to the application.
- By adding a profile it will be easy to capture the readers' interest by summarising your experience.
- Add any useful, relevant information. It is important to be clear and concise.
- Check spelling, grammar and make sure that the CV is well presented – ask a friend to proof read.
- If your education or professional qualification is important to your job application include it before the career history, otherwise include it at the end.
- Education should be in chronological order while the career history should be in reverse chronological order.
- For some roles an appendix of skills and expertise may assist your application.
- Avoid being too specific with regard to your aspirations; this may limit the roles that you can be put forward for.
- Elaborate fonts can be hard to read, especially if the CV has been faxed.
- Do not use long pieces of text. Bullet points are good for greater clarity.
- It is worth remembering that controversial hobbies and interests could offend.

If you have more than one career aspiration it is a good idea to have different versions of your CV reflecting these.

