

Writing a cv

**Your CV should:**

Be neat  
Be short  
Be positive  
Make a good impression

**Use your CV to:**

Send with applications unless the employer states otherwise - many companies will only accept a completed application form, and will not accept CVs  
Apply to companies on spec  
Remind YOU what you’ve done  
Prompt you during phone applications  
Prompt you at interviews  
Register with agencies

**Include:**

your name  
your address  
your phone number  
your e-mail address - we can help you set up an email account if you don't have one  
your career history  
Personal profile  
Achievements  
Qualifications and training  
Interests including voluntary and community involvement  
References