

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