

Useful Tips for Writing Your CV

Please find below some useful tips for writing a great CV:

- Use an easy-to-read font and good quality plain paper and envelope.
- Sell yourself first and follow this with key achievements and a brief career history.
- Leave your personal interests until last - and be brief and honest.
- Keep your CV concise - ideally only two pages.
- Back up any claims you make with examples or evidence and use facts wherever possible.
- Express your academic and professional history and achievements in a way that relates to the school's needs. Make sure that you list your most recent employment details first and then work back in reverse chronological order - and don't leave any unexplained gaps.
- Put yourself in the recruiters' shoes. Could you make a positive decision about you from your CV in 20 seconds?
- As well as being a clear and concise account of who you are, is it interesting to read and pertinent to the position you're applying for?
- Check carefully for spelling and grammatical errors. If possible, ask someone else to check too. Ideally keep an up-to-date electronic version saved in Word format so that you can respond promptly to job adverts.
- Draft a short covering letter to highlight your interest and main qualifications for the position, and send off with your CV.