

# C.V. Top Tips



**[CV Template 1 \(click here\)](#)**

**[CV Template 2 \(click here\)](#)** - include a photo of yourself!

## **Contact Details**

- Make sure your email address looks, and sounds, professional (e.g. avoid an email address that says fluffybunny@... for example!).

## **Key Skills**

- Highlight your key skills in a list - what is the employer looking for?
- You might have to rewrite these for each company you reach out to.

## **Summary**

- Write a summary of your work experience and what you have to offer.
- Keep it short and sweet - addressing the key points the company is looking for. (Read the advert and their website fully!).
- You should rewrite this for every company you reach out to - make it personal to them and what they want.

## **Work Experience**

- Start with your most recent employer first; listing the rest in chronological order.
- List your roles and responsibilities - do they relate to the job you are applying for?
- An employer will question any gaps in employment so make sure you can show a full timeline.

## **Education**

- Again, list in chronological order.

## **Finally...**

- Make sure your CV doesn't exceed 2 pages.
- Make it short, snappy and to the point.
- Don't be afraid to sell yourself - this is your chance to shine!
- Get someone else to check it; it is easy to miss obvious mistakes. If in doubt, ask The Admin Hive!