

How to write your very first CV

Writing your first CV, although it seems a daunting task doesn't have to be a difficult process. Whether you are a school leaver with no work experience or an individual with a wealth of experience who has never been required to produce a CV until now, **do not panic!** Simply follow these simple rules and you will produce an impressive CV in a style and format that employers will recognise and appreciate.

8 Easy Steps to a Perfect CV

1. Include the following sections, and preferably in the following order:
 - Personal Details
 - Personal Profile
 - Education and Qualifications
 - Any other relevant qualifications
 - Employment History
 - References
2. Ensure your CV is concise, preferably no more than 2 A4 pages
3. Choose your words carefully to provide maximum impact – especially in your personal profile where you really need to highlight your skills and knowledge
4. List your Employment History with the most recent job first
5. If you do not have any work experience then substitute this section for, 'Personal Successes' and describe your achievements and the skills required e.g. voluntary work or sporting achievements
6. Make sure your CV is tailored to suit each job you are applying for, focusing your attention on the skills that job specifically requires
7. Do not include any clip art or photographs
8. Check your CV to make sure there are no spelling mistakes or grammatical errors

You will now have a winning CV!