

How to make your CV short yet meaningful

There is a tendency when writing a CV to put down almost everything you can about yourself including much which is irrelevant or of little or no consequence.

The first thing to remember is to be relevant. Your CV should be something that engages an employer's attention and helps you to stand out from other applicants. All CV's should include details of your educational and employment history. Your CV should also include information on your knowledge, skills and abilities; it is in this area that you should demonstrate your strengths and your suitability for the post for which you have applied.

It is important to give a good impression by outlining your qualities as an individual, the knowledge you have acquired through previous experience and the ways in which you think these make you suitable for the post. This does not need to be too long but it should be focussed. If you include information that is of marginal importance you run the risk of becoming tedious.

Many people have a standard template for their CV which will include the basic information about yourself that we have mentioned above and it will often have a general inclusion in the knowledge, skills and abilities area. Rather than having just a standard CV it is advisable to adapt what you say about yourself according to the nature of the job and the conditions in which you will be working.

A few points to remember then keep your CV short, relevant and focussed.

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