

# JOBSEEKER GUIDE

## YOUR CV

Creating a well written and professional looking CV is one of the most important things that you can do when you are looking to secure your dream job.

To help you craft a CV that makes you stand out and get your foot in the door we've collated a quick "do's and don'ts" for CVs.



### Keep it Concise

On average recruiters take less than 10 seconds to screen a CV so make sure that your information is clear and concise. We suggest a maximum of 3 pages.

### Screen Friendly

Most CVs are viewed on screens so minimise white space and make your CV screen friendly.

### Make it Positive

Use positive action words - motivated, organised, flexible.

### Proofread

There is no surer way to end up in the no pile than have errors in your CV.

### Include Contact Details

Make sure your contact details are easy to see and refer back to.

### Use a Suitable Font

Use consistent and easy to read font and formatting. Now is not the time to get all creative and use bold italic Comic Sans font.

### Work in Chronological Order

Recruiters don't want to look to the back page to see your most recent experience.



### Use an Informal (or weird!) Email Address

Now is not the time to use honeybunchlover66@yahoo.com as your contact email.

### Talk in the Third Person

It is down right off-putting.

### Make it too Personal

There is such a thing as too much information.

### Include a Photo

It is most likely a distraction so unless specifically asked for please don't include.

### Include Every Life Achievement

Unless it relates to the job or is an integral part of you as a person, save that space for something relevant.

**Remember** - your CV is your key marketing platform and one of the only communication tools you have to show why you are the very best choice!



**INTEPEOPLE**  
HUMAN RESOURCE CONSULTANTS