7 Steps to writing an eye-catching CV

1. **Personal Details –** Name, address, contact number, email address.

2. **Profile –** A very small paragraph summarising your skills, work experience, achievements and your career plans.

3. **Employment History –** Start with most recent job.

Include: Company names; Your job title; The dates employed from and to and what the role entailed (day to day duties).

4. **Education and Qualifications–** Start with most recent qualifications 1st.

Keep everything relevant to the job you're applying for.

5. **Other Achievements**

Include: Your hobbies and any other achievements/accomplishments that are relevant.

6. **Additional Information**

Include: Any other information that is relevant to the job.

7. **References**

Always state on CV that references are available upon request.

Golden Tips

-   Max 2 pages long   - Be honest
-   Include a cover letter   - Proof read it

Common Mistakes

-   Getting carried away with graphics/fonts   - Including irrelevant info
-   Long paragraphs   - Muddling up work dates