B BALTIC

HOW TO CREATE A KILLER CV

What is a CV for?

A CV is simply a document that contains all the information about you that is relevant to the job you are applying for. When it comes to writing a CV there is no right or wrong way to go about it, but there are some basics to consider when it comes to piecing it together.

It is important to have a template CV that contains all of the basic information and then edit it for the different vacancies you apply for. It is vital to tailor your CV to suit the job specification and company.

Writing Style
Keep it concise, positive and honest. Try not to write too much, keep what's on there the best representation of you and why you're suited for that particular job.

Size
Try to use one side of A4, two sides maximum.

Contents of a CV

1. Name, address, contact number and email address - Put this at the top of your CV so the employer can find it easily.

2. Personal profile which contains important information about you which is relevant to the job.

3. Work history starting with the most recent, including a brief description of the role and the dates you were there.

4. Qualifications and education including any relevant training starting with the most recent.

5. Achievements and interests, if they are relevant to the job.

6. Two references from previous employers, teachers or tutors.

Make it Perfect

Spelling and Grammar
Make sure your spelling and grammar is spot on. There's a free app on Chrome called Grammarly which checks your spelling and grammar better than Word can.

Check, Check, Check
Once you have something you're proud of, show it to other people, to get some feedback and make adjustments where needed. You'll probably go through a few drafts before you are happy with it.

Finish off that Professional Image

Email
Use or create a professional email address. Avoid using a silly email address, if need be, create one specifically for job applications. Choose something simple using your first name and surname.

Social Media
Online Reputation: Make sure you clean up your social media profiles so there's nothing public that you wouldn't want your employer to see. Consider making a LinkedIn profile too, which is a professional social network.

Cover Letter
See this as a personal letter to the employer introducing yourself and highlighting why you want the job. This can really set you apart from the rest.

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