



HOW DO I PRESENT MYSELF?

The first thing that any prospective employer knows about you is when your Curriculum Vitae hits his desk. This is your advertisement. This will tell him what he wants to know.

Think back to your last position and the CV's you looked at. How many very good people did you reject because their CV was poorly presented?

You are now on the other side. Your CV must be positive and must be applicable to the position vacant. It must get the interest of the interviewer immediately.

There are various rules for writing a CV and it is impossible to cover them all to the satisfaction of the prospective employer. However the basics are

- Make the CV concise and accurate. Do not lie, you will be caught out.
- Try to keep the CV to 2 pages, but never more than 3 (though you may list your qualifications on a separate sheet if necessary)
- Do not use fancy fonts, borders or colours. Stick to plain fonts, sizes and black. (Unless you are applying for a graphics position)
- It is acceptable, but not a requirement, to attach a photograph of yourself at the start of the CV
- Do not just list down your duties, this looks like a shopping list and does not state what you can do.
- Start the CV with a profile of yourself. "An enthusiastic, bilingual graduate who...."
- Your CV must state your achievements. The things that you have successfully carried out in the last 2-3 years.
- Anything more than 5 years old is superfluous, and at best only of passing interest.
- Always write your CV in chronological order with the most recent items first. Nobody cares what you did 20 years ago.
- Qualifications and interests should be listed at the end of the CV.
- If you speak a foreign language, no matter how obscure, put it on the CV. The company may just be after someone who speaks the dialect of some remote tribe in South America.
- Do state if you are not a citizen of that country and require work permits or visas etc.
- Ensure you include your contact details.
- Personal information such as marital status, date of birth etc. should be towards the end of the CV.

Before sending your CV out read it through, ensuring there are no spelling mistakes or grammatical errors (use a spell check ensuring it is set for UK English). Then have someone else read it, you can easily miss the same mistake over and over again.