

CV Support

A CV is a great marketing tool. With your CV, you will then be able to promote yourself in the best possible way. Highlight to the employer why they should employ you! Put yourself in the employer's shoes and think about what they will want from you as an employee and what will make you stand out from other candidates.

What to include

- **Your life history**
- **Your job history** - Don't leave any gaps. If you've had a year out of work to go travelling, have a baby or even to care for someone, be sure to include this on your CV and try to put a positive spin on it. E.g – I was out of work from September 2015 - December 2015 as I went travelling around Asia, where I volunteered at an elephant sanctuary. By including the gaps, this will avoid the employer getting suspicious.
- **Your achievements**
- **Your skills**
- **Keep it current** – Ensure that your CV is updated with any significant milestones in your career/education to prevent you from forgetting anything important.
- **Tell the truth** – Despite some people lying on their CVs, blatant lies on your CV can lead to more trouble when it comes to employers checking your backgrounds and references.
- **Pretty it up** – Make your CV easy to read. Use bullet points to keep sentences short and highlight relevant points that you want to stand out.
- **Make it keyword friendly** – If your uploading your CV to various job sites, use buzzwords that will lead the search engine to pick your CV from the pile.