



## CV Preparation and Guidelines

Your CV is probably the most important tool in your professional advancement. Regardless of how good your qualifications, experience or skills are, if your CV does not read well, then all your qualifications, experience and skills will be wasted. Your CV is primarily a selling tool and as potential employers receive many CVs every day, your CV needs to inspire an employer to read on and want to meet you in person.

**Not sure where to start?** - Here are some **basic rules** you should follow when writing a CV:

- Keep it short – No more than 2-3 pages maximum.
- Use bullet points throughout the CV where appropriate, always point out your suitability for the position.
- Check Dates – don't leave gaps.
- Spelling and punctuation must be perfect.
- Keep sentences short and punchy.
- Use Standard Font throughout - Use a simple font like Arial, 10-12pt.
- Is it in A4 paper format?
- Order your experience and education into reverse chronological order to highlight your most recent experience and achievements.
- Always accompany your CV with a cover letter. reminding the organisation that you are an appropriate individual for the job.

### How should I layout my CV?

We would advise that your CV be laid out using the following headings:

- Personal Details
- Personal Profile
- Education
- Employment History
- References



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### What information should I include on my CV?

- **Personal Details** only need to include your full name, postal address and contact details, such as mobile, email address and or link to LinkedIn profile. Remember to use a phone number where you can easily be reached. Home landlines are not always ideal.
- **Under Personal Profile**, you should give a brief synopsis using bullet points on your education, experience and any other points you feel might get an employer's attention. Tailor it for the job you have applied for. Many employers read this part first before deciding to read on, so you should get this part to read well and maximise your chances of proceeding to the next stage – 1st interview.
- Mention **PC skills** and any computer packages you are proficient in.
- **Under Education**, you should again start with your most recent qualifications going back to others in the past. Be carefully to include only relevant qualifications. Remember to include dates.
- Always include courses that you are currently in progress with including estimated completion dates.
- If you have your Leaving Cert or A Levels you do not need to include other qualifications leading to these final 2nd level exams.
- **Under Employment History**, you should start with your most recent job or current job, giving details on your position, duties and responsibilities. Don't forget to include name of employer and dates of employment and length of service. In general, you should provide more information on your current or most recent employer.
- Always provide information with respect to responsibilities, tasks undertook, general duties, projects worked on and achievements.
- If you have more than one role within the company, structure this to include the dates and separate duties.
- Under **References**, always give your most recent employers or ideally say "**References Upon Request**". Personal references are useful as character references but are of no use to a potential employer.

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