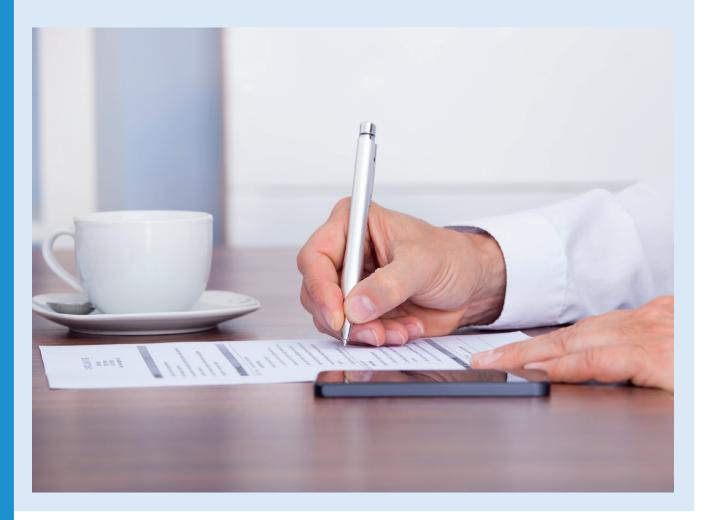# CV Preparation

When writing your CV it is important to dedicate time to ensure it portrays your qualities in the best possible light. Your CV could be the first point of contact with a prospective employer and so it needs to convince the reader that you are the best candidate for the position, and that you have what it takes to be successful within the role you are applying for. A few points to consider when writing your CV:

- Your CV should be clear and easy to read, so avoid using decorative fonts/styles etc.

- Ensure you provide full details of your education and professional qualifications including dates, grades and subjects.

- List all the software and IT systems you have had exposure to. Recent and relevant systems' experience is very important in today's market.

- Highlight any languages that you speak and to what level i.e. fluent or intermediate.

- Be concise when detailing your experience, but be sure to highlight all your key responsibilities. For example, if you work in Telesales then include: how many calls you make per day if you work to set targets then give monthly/annual figures, etc.

- Ensure you clearly explain any gaps in your employment.

- Do not be afraid to sell your skills and experience and highlight any achievements in your career. These achievements will ensure you stand out against other candidates.

- Be truthful with dates, facts and figures as these will be checked by employers and recruitment consultants alike.

- Ensure you check the spelling and grammar on your CV.

- Tailor your CV to each role you apply for as some skills and experience may not be relevant for certain positions.

- Ensure you have details of at least two referees who can provide you with good employment references. If this is your first role, use University/College lecturers. Potential employers will always check these references during the interview process.