



# How To Improve Your CV

## Hints & Tips For Standing Out

### Objective/Summary

- **Brief and Relevant:** Write a concise statement that highlights your career objectives and key attributes

### Work Experience



- **Reverse - Chronological Order:** Start with your most recent job
- **Quantify Achievements:** Use numbers to highlight your accomplishments
- **Action Words:** Use strong action verbs like 'developed', 'led', and 'increased'
- **Relevance:** Tailor your experience to the job you're applying for

### Education History

- **Recent First:** List your most recent educational experiences first
- **Include:** Degrees, institutions, and years attended. Mention honours or distinctions

### Skills

- **Job-Specific Skills:** List skills relevant to the job you are applying for
- **Soft Skills:** Include essential soft skills like communication, teamwork, and problem-solving
- **Technical Skills:** Mention any software, languages, or tools you're proficient in.

### Personal Info

- **Contact Details:** Include name, phone number, email and LinkedIn profile
- If you choose to include a photo, ensure it's professional

### General Tips

- **Keywords:** Use keywords from the job description. This makes your CV more ATS-friendly
- **Proofread:** Check for grammar and spelling errors
- **Customise:** Tailor your CV for each job application
- **File Format:** Save your CV in PDF format to preserve the layout

### Final Check

- **Contact Details:** Double-check your contact information
- **Consistency:** Ensure consistent use of tense, font sizes, and styles
- **Feedback:** Get feedback from friends or mentors

Remember, your CV is your first impression. **Make it count!**