

Tips for writing a good CV – from our opinions*

The first thing you should think of when compiling a new CV is to establish who is going to be reading it.

Is it likely to be a Human Resources person? An Editor? A Recruitment Consultant? An MD?

A combination of the above? or none of the above?

If you're completely honest you can never know for certain, so therefore language in a CV needs to be tailored slightly to enable people who are not experts in your field to be able to gain enough information to know if and how relevant you are to a vacancy.

Don't rely on a job title and dates to explain what you do. Different companies have different responsibilities for similar job titles.

We believe that you should keep a CV concise and that bullet points for key responsibilities help make easy reading for a person who has been reading them all day. Long paragraphs DO NOT GET READ in their entirety, they end up being skimmed.

For these bullet points remember to make them points that will define you as a jobseeker.

For example:

- Responsible for a team of 4 junior journalists
- Writing 1-2 features per week for the magazine and 3-4 news pieces per day for the website

Structuring a CV is also vital. Personal Profiles are a matter of taste, some people hate them and some people love them. If you are going to write one we advise not using the third person it doesn't read as well to a lot of people who view CV's on a regular basis.

With that said, we think that the structure below works best.

Name (omitting Qualification Titles like BA or BSc except in the case of Doctors, Reverends and similar as these will be in your education)

Address and contact numbers

Profile (if you are using one)

Employment Details inclusive of Job Titles, Dates worked both to and from, Company Names and if relevant Departments.

Education, Skills, Training, Interests and References

That is pretty much it.

There is a concept that a CV should only be on one page, which we only half agree with. We think that if there is enough information to justify more than one page then the person who you are sending it to needs to know this. We just stick with the point of making it concise.

Due to age discrimination laws there is no need to put your date of birth on a CV and we think that there is no need to highlight gender, religion or marital status as none of the aforementioned impact on your ability to do the job in hand.

Good luck with writing your CV

*The information in this document is opinion based, if you are seeking advice on careers or CV's please speak to a careers councillor or visit your nearest job centre.