

### The Perfect CV

Your CV creates the first impression any potential employer has of you, it is vital that you make that impression a good one. Most employers will initially scan read CVs so in general you only have a few minutes to make a great impression. Your CV must immediately emphasise how you can positively benefit the reader.

#### A CV should include:

- > Personal details including your name, address, email and contact details
- > Career history - the best way to do this is in reverse chronological order, so your most recent work is at the top of your CV.
- > Education/qualifications and training; with dates and institution names
- > List your skills including computer skills and foreign languages if applicable
- > A brief overview of your hobbies
- > References: this can be as short as "Available on request"

Make sure all the information in your CV is **true!**

#### GIM Tips:

- > Focus on your strengths and underplay your weaknesses.
- > Tailor your CV to the types of roles you are looking for...**do not lie!** Take time to work through each individual job description and identify where your skills and experience match up. When putting your CV tomorrow emphasise these areas to ensure that they are brought to the employer's attention.
- > Keep your CV to 2 sheets of A4.
- > Don't leave unexplained gaps in your CV, if you have been travelling or taken a career break it is essential that you explain this
- > Avoid repetition
- > Try fitting 'buzz words' into your CV to emphasise your skills, try including words like: successfully; achieved, lead, developed, drove, dynamic, and innovative etc
- > Make sure you proof read – there shouldn't be any spelling mistakes or grammar errors.
- > Make sure your CV has a crisp white background; don't overcomplicate your CV with lots of pictures and designs.



**MAKE THE INTELLIGENT CHOICE TODAY AND CHOOSE GIM!**

For more information see [www.gimr.co.uk](http://www.gimr.co.uk) or call a consultant on 020 8877 3907