Building a great CV will set you on a path to success so doing it right can get you snapped up by employers and recruiters in no time. Every CV may have the same structure but it's up to you to showcase your suitability to the job you're going for with the right combination of skills, personality and experience.

Start at the Basics

Contact information
- Your full name, the city where you live, your email address and phone number.

Personal Statement
- This should cover who you are, your suitability for the role, your career goals/aims
- Make it short, snappy, interesting and relevant to what you're applying for

Skills that Relate to the Job
- Use bullet points to highlight your skills and recent accomplishments

Work and Volunteer Experience
- Start with the most recent and try not to leave any gaps
- Include job title, place of work & country if necessary and 'to' and 'from' dates
- Include your job search period as: Searching for work, avoid saying unemployed

Education and Vocational Qualifications
- Most recent first include dates, places of learning and qualification gained

Other Activities
- These should say something about the person you are not just stuff you like doing.

Use the Right Language

Posting Your CV online?
- Appeal to your online audience by using relevant keywords appropriate for the job, this is key if you want to be found by employers.

Speak Their Lingo
- Speak your prospective employer's language by reusing keywords used in their job description

Be Professional
- Avoid being too wordy, make your statements short and sweet. Aim for maximum 2 pages
- Use professional language, your speaking to a prospective employer
- Using a professional email, try to use your full name and not pet names, etc.

Accurate and True

- Check, check and check again for spelling and grammar mistakes
- Keep to the truth, it will catch up with you as some employers may check your background and require references.

WRITING YOUR CV