



CURRICULUM VITAE WRITING TIPS!

GETTING AN INTERVIEW COMES DOWN TO TWO FACTORS:

1. A GREAT CV AND 2. CONFIDENCE.

Your CV will be the first opportunity a potential employer will get to ascertain your experience, skills, personality and most importantly suitability for the position available.

So it's extremely important that we get it right first **TIME.**

If you **register** with Time Appointments, then you have **full access to our expert team; who will reformat your CV for you.** However, for us to provide you with this service you will need to ensure that we have all the relevant and most up to date information about you.

WHAT WE DO FOR YOU

REMEMBER employers can be inundated with CV's; we want yours to stand out and for all the right reasons.

Your CV will be no longer than 2 pages, 1 is the most ideal format that we aim for.

We start with a brief description/profile of why you are **the one** they should employ; we are upbeat, positive and enthusiastic and inform them of your experience and skills set.



WHAT YOU NEED TO PROVIDE TO US?

REMEMBER TO INCLUDE: your full name and contact details. **Never lie** on your CV or in an interview – it will catch up with you.

Presentation is everything; produce your CV on a computer, ensuring that you have no spelling or errors grammatical (Did you see what we did there? ...If you didn't, please read the sentence again & make sure to check your CV for these mistakes).

You can find some excellent templates on Microsoft Word, use these if it helps with the layout.

REMEMBER TO INCLUDE all of your work experience, explaining any gaps in employment. Employers will want to know what you have been doing and for what reasons... and so will we.

REMEMBER TO INCLUDE your Education; start with your most recent or highest qualification first.

Include your hobbies and interests; keep it interesting but brief.

FROM,

YOUR TIME APPOINTMENTS TEAM.

**LET US HELP YOU
REACH YOUR
GOALS!**