CV DO'S & DON'TS

OCCUPATION ENTHUSIAST

CONTACT

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✉ name@gmail.com

📍 Manchester

in linkedin.com/in/
name-name

EDUCATION

GREAT SCHOOL
10 GCSES A* - C
2018 - 2023

SIXTH FORM
A Level English,
Business Studies
& Graphic Design
2021 - 2023

GREAT UNIVERSITY
BA MARKETING 2:1
2023- 2026

REFERENCES

Harry Styles
One Direction
h.styles@oned.com

Fred Gibson
Fred Again
F.again@records.com

SKILLS

Web Design

Design Thinking

Organisation

Customer Service

Problem Solving

Computer Literacy

Strong Communication

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- **Keep it short** – For junior roles, a CV should be no longer than two sides of A4.

- **Tailor your CV for each application** – You don't need to change much; just ensure the skills and experience mentioned are relevant to the role you're applying for. Make sure to include the keywords from the job advertisement to ensure it gets through any screening software.

- **Use bullet points** – Bullet points help readers focus on each point you're making, drawing them to the key facts that'll separate you from the pack

- **Play to your strengths** – Format your CV to maximise the impact of your application. For example, if you feel a lack of experience is holding you back, lead with education instead. As long as you can relate it back to the role in question, how you order your sections is up to you.

- **Choose a professional font –** Arial or Calibri, for example, are great fonts. Comic Sans, not so much.

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- **Don't include your age or date of birth -** It's illegal for UK employers to ask for this, so don't feel that you have to include it.

- **Don't include irrelevant information -** If the information you include doesn't relate to the job or your skills in some way, remove it.

- **Don't include a picture of yourself -** This isn't a common practice in the UK.

- **Don't change the format of your CV between sections -** A consistent look helps keep readers glued to your CV.

- **Don't lie, exaggerate or use anyone else's experience -** This won't help you at all. It's best to simply focus on what you've done personally and to be honest about it.

OH Oakwell Hampton