

# How to write a winning CV?

Struggling to get an **interview?**

Try out the following **tips!**

## **Keep it simple.**

No more than two pages, and use a clear layout and font (check out our CV template).

## **Tailor for each application.**

Choose your most relevant skills, experience, and qualifications for the role you are applying for. You can use the job description for ideas!

## **Provide examples of your skills.**

Don't just list your skills, demonstrate them with proven examples, either from work, education, or from your personal experiences.

## **Think carefully about your words.**

If you managed a project, or updated a system, say so. Also, if relevant, use the words on the job description/vacancy - it will help your CV stand out.

## **Have someone check it before you send.**

This might seem obvious, but the last thing you want is a spelling error on your CV (especially if one of your skills is listed as 'attention to detail')

## **Save a copy as a PDF.**

Sometimes when sending a word document, it may not always open. To avoid this from happening, and a potential employer from missing your CV, send a PDF version instead.

## **Avoid generic phrases.**

Your CV needs to help you stand out, so try to minimise the number of words and phrases, such as 'hardworking'. Share examples that are unique to you, rather than copying other people.

Not sure what your **next steps** are?  
**Get in touch today!**