



Top Tips- Writing a Great CV

Tip #1 Spelling & Grammar: Ensure that your CV does not contain any errors. If unsure, ask someone you know to proof-read your CV. Do not rely on spellcheckers as these may not identify every mistake.

Tip #2 Format & Structure: Remember to structure your CV with personal contact details (home address, name, number, email etc.). Prepare a short personal statement which should contain things about you that are linked to the role that you are applying for. This will inform the reader how you may suit the role/team/company. It is also important to update your CV regularly.

Tip #3 Interests and Hobbies: This is a really good opportunity to let the company know what your interests are. If you have been part of a sports team or had the opportunity to volunteer or work part-time, this will help the employer to understand the skills that you can already bring to the role.

Tip #4 Keep it short: A CV should be easy for employers to read and contain important information that you want to share. However, if it is longer than two pages, some employers may not have the time to read the full CV.

Tip #5 Make it look good: Be creative with your CV and make it interesting to read. Employers are very busy people and if your CV does not stand out, you may not be shortlisted for an interview.

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