

# RACC

Richmond Adult Community College

## Hints and Tips

### Writing and developing your Curriculum Vitae



Produced by  
RACC Learner Advice and Recruitment  
Team (2009)

## Curriculum Vitae Hints and Tips

Employers will get several hundred CVs to an advertisement. The best way to make sure that yours gets read is to:

### Keep it simple

**Keep it short:** No more than two A4 pages

**Keep it clear:** Make it easy to read. A CV should always be typewritten, and well laid out with wide margins, clear section headings, and the information organised in a logical, easy to follow way.

**Keep it relevant:** The employer usually has three main questions in mind when looking at an employee or potential employee:

- Is this person able to do the job?
- Does this person really want this job?
- Will this person fit in with the rest of us?

### Create an impression

You want your two pages of CV to really count and make an impression. Think about what you want the employer to know in terms of:

- Your skills
- Your experience
- Your achievements

Relate this to what the employer wants i.e. match your abilities and achievements to the job desired.

### And a few key tips....

#### Use:

- Plain white or cream A4 size paper
- Good quality paper - 100 gsm weight
- A good, clear typeface, like Arial or Verdana
- Plain black ink
- Aim to make the layout clear, neat and easy to read
- The content should be brief and to the point - avoid trivia
- There should be no mistakes or corrections

- Use bold headings to separate different sections of the CV
- It should be word-processed
- Don't leave out important information about your skills and experience
- Bullet point to highlight key skills
- Remember your CV is a way of advertising yourself; so use it to be positive.

#### Avoid:

- Gimmicks
- Sending photocopies (unless they are very good quality)
- Spelling and grammatical mistakes
- Alterations and amendments - always print off a fresh, correct copy
- Using long sentences
- Dense chunks of text

#### When you are ready to send your CV, remember the following:

- Always send your CV to a named individual within the company, not just to The Personnel Department. If you don't know the name of the person to send it to, ring up and find out.
- Include a covering letter written specifically to match the requirements of that job.

***Finally, a CV is never 'done' - it needs to be a continuous piece of work, adapted to each job you apply for. There will be certain bits, relating to your education, but the skills you highlight will need to be selected for the job you are applying for.***

For further information contact the RACC Learner Advice and Recruitment Team

Email: [cag@racc.ac.uk](mailto:cag@racc.ac.uk)

Tel: 020 8891 5907 ext. 4025/4003