

## HOW TO WRITE AN EXCELLENT CV

A good CV is a powerful tool. In less than 30 seconds it should be able to convincingly sell your achievements and secure you an interview. From PAG's years of recruitment experience we recommend you include the following in your CV:

- **Covering Letter**
- **Personal details** - name, address, contact numbers, e-mail, languages plus visa details if applicable.
- **Professional qualifications and systems**
- **Educational qualifications** - include both university and school qualifications in chronological order.
- **Employment history** - Start with your current/last employer and work backwards. You should provide the following information:
  - Name of employer
  - nature of the business and turnover
  - Job title & accurate dates of employment
  - Responsibilities and duties
  - Achievements
  - Reason for leaving in one line

If you have extensive experience, your early career can be described in less detail. If you have any gaps because of travelling or a career break - make sure you explain them.

- A line stating **references** are available on request. Ensure that you know who your referees are, and have confirmed with them that they are happy to be contacted.
- **Other supporting information** – Certificates etc

### Professional layout

- If possible, always type your CV
- Don't underline – rather emphasise a heading by using combinations of bold, italics and differing font sizes.
- Create lots of white space:
  - wide margins
  - short paragraphs
  - double spacing between paragraphs and after headings

- Use a font which is easy to read, like Tahoma or Arial (12 or 11 pt)
- Use bullets and numbering to make your CV very user-friendly
- Number your pages
- Proofread, proofread, and proofread!!!