



www.parallaxconsultancy.com

info@parallaxconsultancy.com

Parallax Consultancy – Ten Top Tips for Writing a CV

1. **Aim** – The aim of submitting a CV to prospective employers is to gain an interview, usually for specific jobs. Arouse the interest of prospective employers rather than bombard them with information so that they want to find out more about you.
2. **Clarity, Simplicity and Brevity** – Keep your language use clear. Keep your writing simple. Keep your points brief but make them relevant to the job you desire. Unclear language, unnecessary details and excessive text are common CV mistakes.
3. **Organise Experience** – Display your employment history chronologically with your most recent position first. Account for any gaps in it with relevant information such as a gap year, travelling or voluntary experience. Unaccounted gaps arouse suspicion.
4. **Emphasise Your Strengths** – Emphasise your education if you have a strong academic background. Emphasise your work experience if it is a better selling point than your education.
5. **Be Proud** – Your CV is a marketing tool for you to advertise yourself. Include your achievements, awards and skills so that you stand out against other candidates. Demonstrate why and how you are capable of performing the job you desire.
6. **Be Honest** – Tell the truth. It shows that you are a person with integrity. Lies are disrespectful to potential employees. Skilled interviewers can uncover small lies and you will probably feel embarrassed if they do this with you. If employers discover lies when you actually have the job, the consequences for you could be disastrous.
7. **Presentation** – Your CV should have a professional appearance, be organised, have suitable formatting and show white space. Keep it plain and without fancy design features such as borders. Maintain standard CV practices (black type, common fonts such as Arial or Times New Roman, A4 paper, 10–12 point type and a quality printout). A professional CV with a neat and tidy appearance makes a positive impression.

8. **Contact Details** – Use your full name. Include complete contact details such as physical address, landline, mobile number, email and any relevant others (website).
9. **Update and Tailor** – Update your CV as you gain new experiences, reach new achievements and develop your skills. Tailor your CV to suit particular jobs. A generic CV is unsuitable to submit for different types of jobs but useful as a template. You can then make suitable CVs from it and tailor different ones for specific jobs.
10. **Accuracy** – Make sure your CV has no spelling mistakes. Get somebody to check it for you – preferably a professional with experience of creating and amending CVs.



www.parallaxconsultancy.com

info@parallaxconsultancy.com