

Tips for Writing an Effective CV

Looking for a new job in a competitive market is never an easy task and making the right first impression is vital. You may not realise that an interview is actually your second chance to impress; the first is your CV.

Here are some easy do's and don'ts to bear in mind when writing a CV:

- **DO** write your CV with a specific position in mind and make it relevant to the job you are applying for.
- **DO** format your CV according to the standards of the region you are looking to work in. In the Middle East 2-3 pages is more than enough. Keep the details clear and concise.
- **DON'T** use fussy fonts, or different font/header types. Use business-orientated language and keep it clean and clear from a visual perspective.
- **DO** list your work history or work experience in chronological order, starting with the most recent first.
- **DO** categorise your role and responsibilities (where you have them) separately from your achievements.
- **DO** highlight commonalities between the job or course you are currently involved in and the position you are applying for. This is especially important if you want to move into a different area or speciality.
- **DO** ensure that every piece of information you include helps demonstrate that you are the most qualified person for this position. If it doesn't add weight to this specific role, leave it out.
- **DON'T** exaggerate your qualifications, experience or salary level. If you are found out, this could destroy your chances completely.
- **DO** highlight your accomplishments. This helps the prospective employer see you have a proven track record.
- **DON'T** use 'I', 'me' 'my' or 'mine' where possible. Try to keep the CV in the third person. And most importantly, **DO** make sure you run a spelling and grammar check. Poor spelling and grammar in a CV indicates sloppiness and a lack of attention to detail.