

Our coaches' top tips for a great CV

1. Tailor it

Make sure your CV is tailored to the specific role and company you are applying for. Resist the temptation to send generic CVs to multiple companies.

2. Be concise

Keep your CV to one page if possible. The person receiving it is likely to receive many, and won't have time to read lots of pages.

3. Be contactable

Make sure your contact details are correct, and that your email address and any blogs or social media pages are professional.

4. Be structured

Use bullet points, not long paragraphs. Remember bullet points don't need full stops at the end.

5. Double check the details

Keep your font and headings consistent; attention to detail is crucial in getting you hired!

6. Highlight your skills

Draw attention to any technical skills you have, such as Microsoft Excel, coding, Adobe Photoshop, etc.

7. Focus on your achievements

Focus on specific achievements in your previous work experience, rather than listing responsibilities.

8. Share your education

If you don't have lots of work experience, focus on your education and training, and include any volunteering.

9. Save as PDF

Save your CV as a PDF before sending off to employers (File, Save As, PDF).

10. Include a cover letter

Always include a professionally written cover email if sending your CV to an employer or recruiter.

Want to work on your CV with an experienced coach, and receive other training to get you into work faster?

[Sign up for the Spear Programme](#), for free.