# CV Cheat Sheet

by Adria Solutions (AdriaSol) via cheatography.com/17298/cs/1669/

## Length

**Keep it Brief!**

Recruiters spent a short amount of time on a CV, so keep it brief - make it a maximum of **two** pages

## Style

Make your CV stand out - a plain CV full of great content may not grab the eye as quickly as something that you've spend a bit of time designing.

Things to look out for:

**Choose a single font** - Multiple fonts is distracting

**Make sure it's easy to read.** Something may look great and help you stand out, make it easy to read - turning paper to read something is something you should avoid.

## Contact Details

- Phone numbers are essential
- Email address etiquette makes a massive difference:
- your.name@email.com
- drunkallweek@hotmail.com
- Current Address

## Work Experience

Put only the recent work experience that you have, particularly if you have plenty of experience - Nobody really cares about your Saturday job from 15 years ago!

Show what you brought to the company rather than what you did. You want to say what you can provide to your potential new company rather than give a job specification.

## CV Templates

## CV Advice

A guide to help you complete a CV to get you noticed in front of recruiters and HR.

To find the latest IT jobs in Manchester visit our site.

## Showcase your achievments

Showcase your achievements from your jobs - whether it's targets exceeded, ideas created or anything else, make sure that you showcase what you've achieved.

## Qualifications

If you're new to job seeking, or a recent graduate then a qualifications based CV is better. Have the qualifications that you have as the focus of your CV.

## Proof Read your CV

Check, **Double check** and re-read your CV. Get friends/family to check that there is no spelling errors, grammatical errors and that any contact details are correct.

## General CV questions

Do I need a headshot?

> Unless specifically requested no. And research shows that it might do more harm than good!

Do I need to put my age/date of birth?

> It's not required for the UK. Age discrimination is illegal in the UK, so if you are having trouble getting interviews, try removing it

Do I need to put my nationality on the CV?

> Not required, with the exception of Government positions.

What about marital status?

> Not required, but might be an advantage in certain circumstances. If you're single your chances might improve if the job requires unsocialble hours. Likewise if you have a family it might make you seem more stable and loyal to potential recruiters

## References

**Don't** put references available on request, as that is generally expected.

Only put reference details down if the referees are contacted before hand and know that you're looking for a new job.

And if you're thinking about putting down your current workplace on your CV - **don't**! You only want to involve your current workplace further down the job process.

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