

Tips when preparing your CV

Applying for a job is a process. Testing can be part of that. But here are a few tips to help you in some of the other stages.

When preparing your CV, think about your key skills, competencies, qualifications and experience. Use it to demonstrate your unique selling points and strengths – why they need to employ you. Your CV will be the first impression a prospective employer has of you so it's important to sell yourself well.

It might sound simple, but remember to include basic information such as contact telephone numbers; an email address; or a home address. And check it for spelling mistakes and grammatical errors. Attention to detail is vital, an employer will not choose to interview you if they think that you cannot get this right!

Keep it to the point and to a maximum of three pages. It's important to include the right amount of relevant information – education, experience, qualifications – but too long and the vital message will be lost.

Present and highlight your employment history of the past five years in reverse chronological order.

You should include achievements as well as tasks. If possible, quantify this in sales, production or financial terms.

Don't lie, exaggerate or leave gaps. Managers are increasingly sensitive to as well as unforgiving about these strategies.