



With You Every Step of the Way!

We will allocate you a Personal Career Consultant who will help find the job that is right for you. They'll be with you every step of the way to lend a helping hand by providing advice the right CV, career guidance, interview tips and techniques and pre-interview preparation.

Your Ultimate CV Guide

- **Start with your work history**, in reverse chronological order - i.e. with your most recent job first. This should be followed by your educational details, other skills and any hobbies or interests.
 - **Use short sentences and bullet-points.** You can always expand on these at the interview. Make your CV easy to digest and easy on the eye
 - Use your CV to **highlight a broad range of skills**; this will enable you to go for a wider selection of roles.
 - Concentrate on any **differences you've made** to your company or department, responsibilities and achievements.
 - **Only use one typeface**, and ensure the headings are consistent in style and size.
 - **Don't use humour** - what you find funny might not appeal to a potential employer!
 - **Account for gaps** - travelling or taking a few months off is fine - you don't need to hide or ignore it.
 - Lastly, get someone to **check through your CV** to check that it reads well and that there are no errors or spelling mistakes.
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