**CV tips**

* CVs should generally be kept to a maximum of 2 pages – our clients receive a lot of CVs and will want to be able to assess your skills and experience quickly.
* If your recent work experience is in a different line of work to most of the assignments we offer then it is useful to have a short paragraph explaining why you are changing direction.
* Employment should be listed with dates (month and year) so it is clear how long you were in each job. It should be listed in reverse chronological order.
* Employment should also include the employer, your job title and a summary of what you did – bullet points are good for this.
* If you have gaps in your employment/education history, note what you did in the gap e.g. travelling, raising a family etc.
* Outline the skills you have e.g. knowledge of a particular database or programming language or experience in minute taking or making travel arrangements etc.
* If you have experience of a University system such as CUFS, RAS, CamSIS or CHRIS then make sure you include it on your CV.
* Much of the work we are asked to fill is administrative so be clear on your CV what administrative skills and experience you have.
* If you have a reasonable amount of work experience then there is less need to go into a lot of detail on your educational achievements – a brief summary will suffice.
* Please do not include your date of birth or a photograph – your age and how you look are not relevant to your ability to undertake work.
* There is no need to include your interests and hobbies – unless you feel they provide relevant skills and experience for work assignments.
* There is no need to include names of your referees on your CV as we will ask you for those separately on the application form.
* Make sure you proof read your CV for typos and inaccuracies – if you are looking for administrative work we would expect your CV to represent your administrative skills and attention to detail.
* Make sure the CV is clearly and logically laid out.
* Make sure you clarify abbreviations if they are not commonly known.