

# Top tips to improve your CV

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Formatting your CV can be boring and hard work, especially if you are not sure on what to include. Your CV aims to offer potential employers a first impression of who you are, and it is important to strike the right balance between work experience, education, and personal information. Therefore, this page is designed to offer some extra tips to help improve your CV.

### Length

Your CV should be no longer than two pages in length. Recruiters will receive hundreds of CVs for a position, keeping it concise at two pages helps to offer a good glance at your experience, without it looking overwhelming or as if you are over-explaining.

### Strong Opening

Giving a strong first impression sets the tone for how the rest of your CV will be read. Make sure you tailor it to the position you are applying for, summarising your previous experience and showing how it is relevant.

### 'STAR' Method

Using the 'Situation, Task, Activity, Result' method helps you clearly showcase to the recruiter good examples of your previous experiences and emphasises you as an efficient worker.

### Sell Yourself

This one might sound a little obvious, but it is something that people fail to do time and time again. Your CV is your chance to big yourself up and really show-off the skills you have. Make sure you thoroughly highlight the different skills you have learnt from previous experiences.

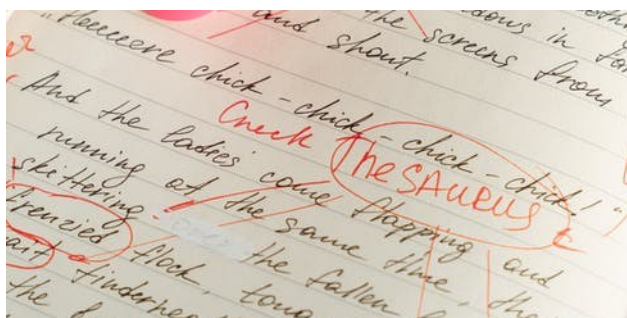


### Avoid Clichés

If you are using clichéd terms such as 'hard-working' or 'team player', it is essential you show the recruiter that you are these terms by using examples in previous experiences where you have demonstrated this.

### Spelling and Grammar

Make sure your CV is triple checked for spelling and grammar, that it is professional and correct. This alone will show evidence of good communication and written skills to employers. No matter the industry or profession, having such skills is imperative to employers.



### Simplicity

Simplicity in your formatting and design is the key to making things stand out to recruiters, make sure your headings are bold and your text is organised and tidy to clearly separate information, making your CV easier to read.

### LinkedIn

So, if you have not yet set up a LinkedIn page then you really need to do so. A social media platform used by working professionals, it is a place where you can go, talk about your experiences and network as much as possible with recruiters and potential employers. Right now, with everything being online, LinkedIn is vital.

*If you need any more tips or guidance on constructing a CV for a job application, check out the University's career service. They have lots of excellent online resources, and you can now connect online to talk live with a careers coach or via messaging using the Handshake platform.*

**See the next pages to find out more!**