How to Create a Perfect CV

1 – At the top of your CV, include your name, professional title, phone number and email address (always ensure your email address is appropriate.)

2– List your previous roles in reverse chronological order. This means having your most recent role at the top of your professional history.

3 – When writing about your previous roles, include your job title, the name of the company, and the dates you worked there.

4 – Include educational qualifications and similarly to your professional career, write these in reverse chronological order.

5 – If you have had a career break, include a short line about this with a simple explanation as to why you were on a break.

6 – Don't lie or exaggerate on your CV.

7– Keep your CV simple. The best way to do this is to write in bullet points. This keeps your CV precise and easy for a hiring manager to read.

8 – Be specific and include any relevant figures related to previous projects you have worked on.

9 –Avoid long blocks of text. Do this by breaking up the text using headings and bullet points.

10 – Tailor your CV to the role. This can mean going through the job description and highlighting any key points on your CV that are relevant to the role.

Our Top Interview Tips

1 - Research the company beforehand. This could include looking at any newspaper articles about them, looking at their social media, and watching any YouTube videos they may have made.

2- Research the person / people you will be meeting with. The best way to do this is by viewing their LinkedIn profile.

3 - Arrive around ten minutes early for your interview. It will show reliability as well as allowing you time to collect your thoughts before the meeting.

4 - Think positive during an interview and don't dwell on any negative points – especially not about previous employers.

5 - Show engagement. This can be done through nonverbal cues such as nodding, smiling and eye-contact, or through verbal cues such as engaging with what is being said by asking questions.

6 - Look the part. Dressing professionally (unless stated otherwise), and presentable means the hiring manager will be focused on what you are saying and not what you are wearing.

7- Prepare some questions ready to ask in the meeting. These should not be about salary or financial gain. Stuck for questions? Here are some good ones to remember:

- What learning and professional development opportunities are available to employees in your organisation?
- Are there opportunities for advancement within the company?
- What does a typical day or week look like in this role?
- Is this a new role or would I be taking over from someone else?
- Have you got any reservations on why I wouldn't be suitable for the role?

8- End on the right note. Thank each person who interview you before you leave. You may also want to write a thank you email or LinkedIn message. Although this won't guarantee a job offer, it shows politeness and may give you an edge over other candidates.

Our Top Tips for Online Interviews / MS Teams Meetings

1 – Prepare as you would for an in-person interview. This includes researching the company and making sure you "show up" early.

2 – Test out the interview platform in advance. This includes making sure you are logged in and your camera and microphone are functioning.

3 – Charge your device before the interview and make sure you are situated near a plug socket should you need to charge your device during the meeting.

4 – Choose your device wisely. Using a desktop may be easier than using a handheld device as it will allow for more stability and will mean you won't have to worry about holding your phone.

5 – Check your lighting. Good lighting ensures the hiring manager can see your face and facial expressions clearly, helping to avoid distractions.

6 – Ensure you are in a quiet environment where you have access to reliable Wi-Fi and good service.

7 – Ensure you close all applications before your meeting and that your desktop is tidy. This will help the application run more effectively and highlight organisational skills if you are required to share your screen during the meeting.

8– Write down some key notes. Having a few notes which can be placed near your screen can be very handy, especially when trying to remember facts and figures. However, make sure you don't have so many that you become distracted by them.