



WRITING STYLE ensure your CV is:

- A** Accurate – be specific and provide evidence to back up your comments
- B** Brief – keep it simple, using bullet points rather than long sentences
- C** Clear – say what you mean and don't use jargon

At Turning Point we are happy to accept a previously created CV, however you will need to make sure that if you are sending in a CV that you also provide a Supporting Statement with some additional information.

CVs

- Your CV should be no more than two pages long. Think quality, not quantity.
- Recruitment industry research tell us that recruiters absorb 60% of the first page, 40% of the second, and the third is generally a waste – so think about this when you're toying with writing something akin to 'War and Peace'.
- Use an effective summary on the first page and include a list of your key skills and key achievements in bold.
- You should also tailor the CV to the organisation and job role whenever possible - although this may be time-consuming, it could help you clinch that job! So, in the 'position sought' section, always tailor the role to the one being advertised
- Always ensure you put the greatest emphasis on your last few roles, and summarise older roles. Remember: no-one is interested in that part time job you had way back in 1987..... Always begin with your most recent position - include dates and months of employment for each, and be clear on your availability where possible.
- Always ensure your CV has a clear structure - include career overview, skills overview, qualifications (education/professional) and employment history.
- Good luck !

PLEASE NOTE YOUR CV SHOULD INCLUDE A SUPPORTING STATEMENT