CV Tips

Keep it simple – CVs shouldn't be longer than 3 pages long, with the most detail focused on the most recent two or three positions.

Have one sentence outlining what your company does and size – provides the reader with an understanding of your background if they are not aware of your company.

Bullet point list your individual responsibilities – NOT what your team and others do around you.

Keep it targeted – think about the roles you are applying for – and highlight your experience in these areas accordingly.

Keep it relevant – take off photos, unnecessary personal details (height, weight etc.).

Keep it consistent – keep the same font, take out unnecessary italics etc.

Keep in touch – give us a call after you've applied and we can discuss your suitability directly.