

### CV Writing Advice

A professional CV is the important first impression you will give to any prospective employer. Use this checklist to ensure your CV reflects the very best of you:

- Clear layout - Your CV must be easy to read and follow a clear format with easy to read headings, bullet points, job titles, locations and dates in the same order.
- Explain any breaks in employment.
- Two pages only - give a brief overview of roles, whilst highlighting any specific achievements.
- Contact details - must be up to date.
- Spelling, punctuation and grammar - check, check and check again.

### CV Format Guide

**Personal Profile** - This should be your opening paragraph and needs to grab prospective employer's attention. It should sum up your key skills, achievements and future goals. You shouldn't be afraid to blow your own trumpet just a little bit!

**Employment History** - Most recent employment history first.

**Education** - Most recently achieved first.

**Interests** - Go on, inject your personality.

**References** - Always offer 'references available upon request.' Have reference contact details available and up to date for Cotswold Recruitment to ensure a swift and smooth transition into your new position.

