



The Sugarman Series - CV Tips

We know what it's like, you've found the perfect job, all you need to do is send in your CV with a covering letter, but where to start?

Fear not, Sugarman can help! As part of the Sugarman Series of hints and tips in job hunting, here's your guide to writing a top CV.

1 - Short and Sweet. Try to keep it 2 pages or under (depending on your experience).

2 - Keep it up to date. You never know when you may spot that perfect role and it pays to be keen and organised.

3 - Personalise it. Personalise your CV to the role you are applying for. Different roles carry different tasks and responsibilities, by personalising your CV you can align your experience with their individual requirements.

4 - Be open and honest. Telling a few fibs on your CV is a sure fire way to land yourself in hot water. Reference checks and interview questions will delve into your experience in more detail - don't get caught out, being open and honest demonstrates integrity.

5 - Avoid gaps in your CV. Gaps in your CV throw up questions - it's much better if your CV represents your experience from A-Z. If you had a break from employment, did you volunteer, develop new skills or take part in any training? If so - include it on your CV.

6 - Spelling and Grammar. Always check, double check and triple check your spelling and grammar. Presenting a well put together (and accurate CV) demonstrates attention to detail.

7 - Do your research. Many people wait until the interview stage to research the company but you could be missing out on an opportunity. If you research the company before submitting your application, you can write a personalised cover letter that shows you've done your homework...

8 - Cover letter confidence. Adapt your cover letter for the role you are applying for and write it in a professional and engaging style - easy on the eye for the reader with enough passion and enthusiasm to demonstrate you want the role.

