



**TUS**  
**Midwest**



# HOW TO GUIDES

Employability Skills Guides

**Prepare a Great CV**

[lit.ie/careers-employability](https://lit.ie/careers-employability)

# HOW TO GUIDES PREPARE A GREAT CV

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Firstly, ask yourself: what is my job hunting strategy? You should have one! First impressions count. Your first contact with your next employer is crucial. You have less than 30 seconds to make that first impression.

What are you going to write? Can you use your 30 seconds to answer the only question that matters in the whole recruitment process. 'What can you do for me? What do you offer? What and where can you add value?'

Your CV is your personal brochure and should reflect your competencies. To get the job you want you must understand both the company and yourself. The CV will not get you the job, but a well prepared and presented CV may get you the interview. It should be short (2 A4 pages), easy to read and easy to remember.

Focus on the receiver and outline relevant information required by a prospective employer. A good CV takes time, effort and imagination. Concentrate on facts and quality - your CV

must be 100% accurate in every respect. Do not use folders, plastic covers etc.

Keep format simple and avoid tables, tabs, bullet points etc. as many CV's are emailed.

Please use spell check!



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## What to include

### Personal:

Name, address (contact address if different) Telephone Number, Mobile Number, and Email.

### Academic:

Start with you current course indicating Qualification expected. List current year subjects together with information on project/dissertation or group work. Give a brief outline of this work indicating your contribution and skills used etc.

### Work Experience:

Give details of all work experience including full time, part time, paid or unpaid work. Include name of employer with a short 1 or 2 sentence company description, job title and duties. Include who you reported to, their position in the company, team size, multi-site etc., It is important to state what you did, group your responsibilities into categories such as 'business process, supplier negotiation, customer focus' - remember to incorporate their 'key words'. Many skills are transferable, so while the experience may not be directly relevant to the job or course, it does provide the employer with additional information.

### Additional Information:

Here you can include relevant information in relation to IT skills, Interpersonal skills (team working, leadership, facilitation etc) Language (indicate level i.e. basic, fluent) and Achievements. Remember, this information should only be included if appropriate, do not use simply because you feel an employer will be impressed if you have a long list of achievements and be prepared to support your comments.

### Referees:

References are always checked so pick you referees with care. Make sure the names you provide are of people who know you well and who can speak positively about you. You should include one academic referee (Lecturer/Tutor) and one personal referee (a responsible person who knows you well, preferably an employer).

Include name, address, telephone number and status. Always seek permission and check contact details before including in your CV. Give them a summary of the job you are applying for, you should tell them why you match the job, what competencies did they evidence and can confirm. You cannot use family members as referees.

Remember, call and thank the referee, let them know you got the job!

# HOW TO GUIDES GET HELP & SUPPORT

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## Contact the Careers & Employability Service



<https://lit.ie/careers-employability>



[Careersandemployability@lit.ie](mailto:Careersandemployability@lit.ie)



Supporting you through your  
Employability and Career  
Journey

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