

MAKE YOUR CV STAND OUT!

- ✓ Tailor your CV for each job. Read the job advert carefully for clues on what an employer is looking for.
- ✓ Make sure your CV is up to date including your latest address, telephone number and email address.
- ✓ Include a summary of your key skills relevant to the job/industry.
- ✓ List all of your jobs – Most recent job should be at the top and oldest job should be at the end. It is important to list the duties/activities you were responsible for in each role and make sure you include any skills, experience and achievements made.
- ✓ List your professional, higher education qualifications and relevant courses. Do not list every training course you have ever attended.
- ✓ When listing your interests or community work involvement, be brief.
- ✓ Outline your computer skills and/or farming technology skills.
- ✓ Use plain, simple language in a business-like tone. Avoid abbreviations that might be unfamiliar to an employer. Do not use 'txt' language!
- ✓ Avoid long sentences – bullet points and key phrases keep the word count down and your CV looking tidy.
- ✓ Use one font so that it is easy to read.
- ✓ Do a thorough spell check before submitting your CV and have someone read over it to check for mistakes.
- ✓ When you are emailing/submitting your CV, make sure it is in a very simple file format such as a Word Doc or PDF.
- ✓ The length of your CV should aim to cover 3-5 pages.
- ✓ Make sure if you are putting the name and number of your referees on your CV that their details are correct and that they are aware of the roles you may be applying for.

WRITING YOUR COVER LETTER

- ✓ Use your Cover Letter to tell an employer why they should employ you, what motivates you about the role/business and explain why you want the job.
- ✓ Outline how your key strengths can be of benefit to the Employer(s) business/organisation.
- ✓ Remember you only get one chance to make a first impression!