

## **CLARK RECRUITMENT**

### **SOME TIPS FOR WRITING YOUR CV**

- ✓ Long enough to cover the subject; short enough to remain interesting. A good CV is long enough to include your relevant particulars - no longer. In fact, three well spaced pages in good sized print is plenty.
  
- ✓ Make it easy for employers to read. Create a clear, formal summary of your education, qualifications and experience. Include:
  - Name, address, telephone number and e-mail.
  - Education and training in reverse chronological order.
  - Your work history, also in reverse order. Make sure you can account for any gaps in your CV.
  
- ✓ If you don't have access to a computer, get your CV done professionally.
  
- ✓ Be accurate. Don't exaggerate or overstate your achievements. Also, do not put down a skill unless you have it mastered.
  
- ✓ Write well. Language is a basic communication skill - grammar, spelling and style are important. Keep your sentences short and structures simple.
  
- ✓ Include some hobbies and interests.
  
- ✓ Proof Read your CV. Then get someone else to read it to make sure everything is clear.
  
- ✓ References:
  - If you are including references your option is to list them at the end of your CV. Or to simply say: "References available on request".
  - Ask permission of all referees so that people are prepared if they are called.

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**ACCOUNTANCY** • **EXECUTIVE** • **OFFICE** • **SALES & MARKETING**

Property of Clark Recruitment Ltd, The Atrium, John's Lane, Naas, Co. Kildare. Tel : 045 881888

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