



## CV Tips & Advice Genesis Personnel

### Personal Details

Name  
Address  
Email  
Home Telephone / Mobile Telephone

A first impression is a lasting impression! That's why it is vitally important to make sure you get your CV absolutely right as this is most often the first time a prospective employer sees your details. Your CV must be organised, easy to read and above all, interesting.

### Personal Profile

A short paragraph about yourself and remember this is the best opportunity to make a good first impression. Get this right and you're more likely to get invited to an interview. Think about the skills and qualities which would be appealing to an employer.

### Key Skills

Include as many key skills as you can using bullet points with some supporting facts and information alongside. For example, Excellent IT Skills - confident with Word, Excel and Powerpoint.

### Education

Give a brief summary of your key academic or vocational achievements as well as the school/organisation details as a point of reference. Do also include any certificates gained.

### Work Experience

Detail any work experience or part time roles you have held with a brief summary of the main duties involved in your day to day job. Start with your most recent role first. Include your job title, employer's name and address and exact dates of employment with month and year.

### Hobbies / Interests

Try to show hobbies that underline any skills which would be useful in a job. For example, being captain of a sports team shows leadership skills or being secretary of a society shows time management and organisational skills.

### References

It's very acceptable to put "references available upon request" and exact contact names for organisations and companies can be provided when asked but do think about who you would approach from school, previous and current employers so that you are prepared.