



top tips

Make your CV stand out

1. Think about what you would say to that employer if you only had one sentence. Make that the first sentence of your personal statement.
2. Use more verbs and fewer adjectives.
3. Tell them what you achieved in each post, not just an outline of your role. Think outcomes, numbers and percentages.
4. Tailor your CV for every job. Match their needs and reflect their priorities.
5. Remember people judge you on your CV. Make it look how you want them to think you are. Modern, professional and enthusiastic.