

## READING

**A** Read the article quickly. Write the missing headings in the correct place.

Be accurate	Give the full story	Be honest
Be concise	Send a covering letter	

**B** Read the article again. Decide if these sentences are true or false, or if the article doesn't say.

- 1 People in recruitment don't spend long reading each CV.
- 2 An employer never reads a CV that is longer than two pages.
- 3 You should put information about your oldest job first.
- 4 It's essential to give information about every job you have done.
- 5 Employers hardly ever check information in a CV.
- 6 You shouldn't send CVs with the same content to a range of employers.
- 7 An employer won't read a CV without a covering letter.

**C** Replace the underlined words in these sentences with the phrases in bold in the article.

- 1 Sending your CV to a recruitment website can give you more opportunities of getting a job.
- 2 A website with clear headings makes the key information easy to see.
- 3 If you go into a lot of detail about every job you've ever done, it is boring for the reader.
- 4 I don't have a problem with interviews. The hard part is gaining a first introduction to the company.
- 5 You want to make a good impression but it's madness to not be completely honest on your CV. If they catch you out, you won't even get an interview.

## TIPS FOR A BETTER CV!

A good curriculum vitae (CV), with information about you and your qualifications and experience, will **boost your chances** of getting an interview for a job, but a poor CV could ruin everything before you even start. On average, a recruiter will spend just 15 to 20 seconds reviewing a CV, so it's important to get it right.



Remember that your CV is only a way of **getting your foot in the door**, so keep it short. Most successful CVs include the following sections: Profile, Achievements, Experience, Special skills (languages / computers), Education, Training, and Interests (this is optional). Use no more than two sides of A4 paper and save the real detail for your interview.



### Make it look good

Make sure the key points of your CV are clear. Use bullet points and relatively short sentences for the key information. Leaving a border of white space around the text also makes the information **stand out** and makes the CV easier to read.



Give information about your work history in date order. Start with the most recent job first and don't leave any gaps. If you have been out of work for a time, give reasons, but don't go into details about jobs you did more than 10 years ago.



### Include relevant facts, not lists

List your duties, achievements, and responsibilities under each job. Use a separate section in your CV for specific skills, such as languages, administrative or computing skills. There's no need to include them for every job you've done. This **makes dull reading** for the recruiter.



Although you want to present yourself well, don't **bend the truth**. You are likely to be caught out and your application rejected. Many companies employ people to check the facts that candidates supply, including qualifications.



Always check for errors. Use the spell-checker on your computer to deal with basic errors of spelling and grammar, but also get someone else to read your CV and tell you what they think.



### Adapt it

Take the time to adapt your CV for each job you apply for. Research the company and use the job advert to assess what they are looking for. Link your skills and experience to the requirements of each job. If you are sending your CV to a recruitment website, look at the jobs and employers on the site and adapt your CV accordingly.



Use this to highlight information from your CV that is most relevant to the job you are applying for. It isn't good practice to send your CV to an employer on its own without this.

## Glossary

**profile:** the section of a CV with a summary of the person's key skills and what he / she can do for the employer

**A4:** a standard (210 x 297 mm) sheet of paper

**bullet point:** a printed circle before items in a list to make them clearer

**gap:** something that is missing

