



Preparing Your CV

Your CV is a statement about you. It is the first impression your potential employer will have of you! You must ensure you take the time to get it right. You must not undersell yourself or oversell your skills and experience. Your CV must be a true and fair representation of you and your experience and skills. Treat your CV as if it is the only chance you have to make a good first impression.

Your consultant at Noble Legal can advise you on designing your CV. Generally, however, when writing your CV, you should :

- Be as concise as possible, and ideally between 2 and 3 pages long to prevent the reader getting bored.
- Be on white paper with a clear conventional font (e.g. verdana, times new roman or arial) – forget italics and decorative fonts. We advise you not to use photographs of yourself, ornate borders or logos.
- Contain only information which adds value and which the reader would want to know. Your CV should be concise and factual and not offer opinions or be humorous.
- Be easy to understand, clearly laid out and split into clear sections such as Personal details, Qualifications, Career History, Interests and Referees.
- Have your name right at the top of the front page, with your contact details directly underneath. Include all contact numbers; only include your work number if you do not mind being contacted there.
- Provide full academic background and details of only relevant qualifications; Your educational history, academic achievements and work experiences should be listed in reverse order – university degree should come before your school exam results.
- Show your career in reverse chronological order.
- If you are able to include quantitative information, for example figures billed, range of value of transactions and in more senior cases, following.
- Explain each role you have held and the responsibilities involved, naming each employer and the dates you worked there.
- List any achievements for each role you've had. Don't just summarise your responsibilities.
- Highlight any special projects or unusual work you might have done.
- Use bullet points rather than unnecessary wordy complete sentences.
- Explain any career gaps as it highly likely you will be questioned about these in an interview. Do not leave this to chance. Employers tend to fear the worst when they see a career gap.
- Do not suggest that you haven't managed to stay anywhere for long! Ensure you can explain each role and your reason for leaving.
- Be Truthful. Never lie on your CV! There is no point because at interview or even, if you get as far as a job offer and the reference stage, you are likely to be found out about the shortcomings of your knowledge, experience, skills, personal details and qualifications. It really is not worth either the embarrassment or the very serious consequences of the discovery of a lie on a CV.
- Show your interests in full and the benefits you have received from them (if any) but keep this section short.
- Provide full details of references including address, telephone or email details so they may be contacted quickly. Providing references can give you an advantage when comparing your candidacy against your competition.
- Be checked by you very carefully. Run a spell check over it carefully. Double check again to ensure that what you have written makes sense and is making good use of English. You

could ask a friend or relative to check your CV. Check that your CV is accurate. Common errors or typos can occur when providing academic grades.