

CV Improvement Tips & Guidelines..

Your Curriculum Vitae is a vital tool and it is important that you keep it up-to-date. By following these tips and guidelines you can improve the appearance and content of your CV that will make a substantial difference when applying for jobs.



Chronological CV

(Training & Jobs in reverse date order) Most widely used, it is best for those with a solid job history without too many gaps. You would list your most recent job or training first and then work backward.

Functional CV

(Highlights your skills and abilities for work) If you lack formal qualifications or have some but they are out-of-date or irrelevant, this format is suitable. It's also good for those with many jobs and/or gaps in their past.



Hybrid CV

(A combination of the chronological and functional CV's) This keeps a fixed structure/order but places lot of emphasis on your abilities and achievements. To keep the size of your CV down you may want to reduce or leave out detailed responsibilities.

Interview Style CV

(A series of questions and answers) Again this format places emphasis on your skills rather than qualifications. This type of questioning & answering is becoming more common with web-based and electronic applications.

