



SOUTHSIDE PARTNERSHIP

LOCAL EMPLOYMENT SERVICE

Curriculum Vitae Guidelines

- Your C.V. is your marketing brochure for yourself!
- It is an outline of your professional, educational and personal experience
- It should be short – No more than 2 pages, clear and well presented
- Ensure all details are up to date including correct - addresses, phone numbers
- Email addresses – When including your email address ensure that it is acceptable and corporate (ensure that you access and read your emails regularly)
- Create Headings such as Key Skills, Personal Profile, Employment History, Education / Training, Hobbies / Interests and References
- Highlight your skills after your personal details and develop your personal profile to ensure that the employer will want to interview you. This is your unique selling point!
- Tailor your C.V. for each application and keep it relevant to the vacancy by matching your profile and key skills to what the employer is looking for. Highlight those tasks in your former employment that match.
- Use positive words and good quality paper
- Ensure there are NO errors, avoid fancy fonts – Use Arial, Tahoma or Verdana, the layout is important so be consistent throughout
- Put in your most recent employer first and work your way back through your employment history. Put employer's full name and address, accurate dates, your job title, and brief outline of the work and tasks completed
- Highlight the skills that you have used to get the job done
- Use positive descriptions to demonstrate experience e.g. *Skilled, exceptional, excellent, competent, experienced, qualified, excelling at, expertise in.....* See positive action words overleaf
- Education and Training - List the most recent programme first, put in the name and address of the Trainer/College, address, dates attended and qualification/standard achieved
- Hobbies and interests – be honest, show any team skills, list any membership of clubs and the dates, special awards or achievements
- List memberships of committees, your role, dates
- List two referees who will provide a positive and honest account of your character – ideally previous employers, tutors, coaches – not relatives

Remember – Employers want people who have the required skills and experience, who are positive, take pride in their work, are well presented, have initiative and motivation – Your C.V. needs to demonstrate this so you get to the interview !!!

POSITIVE ACTION WORDS	ACTION VERBS	COMMON WORDS AND PHRASES USED IN C.V.'S
Achieved	Advising	Punctual
Administered	Maintaining	Reliable
Analysed	Arranging	Dependable
Build	Motivating	Supportive
Capable	Checking	Positive
Competent	Operating	Engaged with
Communicated	Coaching	Worked as part of team
Consistent	Preparing	Can use own initiative
Controlled	Compiling	Focussed
Co-ordinated	Constructing	Excellent attention to detail
Created	Corresponding	Ability to follow instructions
Designed	Recording	Can adhere to deadlines
Developed	Processing	Confidential
Directed	Supporting	Data entry
Efficient	Delegating	Customer service
Established	Repairing	Working to health and safety requirements
Expanded	Dispensing	
Experienced	Drafting	Experience in
Guided	Inspecting	Knowledge of
Implemented	Setting-up	Qualified in
Improved	Speaking	Interpersonal skills
Initiated	Dealing with public	Communicative
Instructed	Interviewing	Professional
Managed	Managing	Understanding
Monitored	Teaching	Responsible
Organised	Programming	Focussed
Participated	Inputting	Target driven
Positive	Training	Multi-task
Processed	Leading	Quality
Productive	Following	Work output
Proficient	Co-ordinating	Excellent attitude
Profitable	Allocating	Proven team worker
Qualified	Integrating	High standard
Repaired	Performing	Precise
Resourceful	Balancing	Assembled
Sold	Budgeting	Built
Specialised	Highlighting	Operated
Stable	Preparing	Fabricated
Successful	Projecting	Maintained
Supervised	Instructing	Overhauled
Trained	Calculating	Scheduled
Versatile	Reviewing	Highlighted
Facilitated	Assessing	Negotiated
Strengthened	Overseeing	Assigned

- ✓ **Own your C.V.**
- ✓ **Have the confidence to name your skills, qualities, experience and qualifications**
- ✓ **Include any voluntary work or committees that will demonstrate additional transferrable skills and qualities gained outside of the workplace**

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