

SPRINGVALE LEARNING

JOBSEEKERS- CV TIPS

Springvale Learning provides access to free job search facilities for all programme participants. The facility is managed by a qualified and experienced employer liaison officer who can assist jobseekers to research suitable job opportunities in the job market, complete application forms and practice and preparation for interviews. This service includes free access to the internet, computer workstations, telephones and fax machine, printing, scanning and photocopying services for your job search.

CV Tips

- A CV is effectively your glossy brochure for selling yourself to a prospective buyer and as such should be both attractive and persuasive.
- Your CV should detail your name and all your contact information including your mobile number and email address. It should list all your qualifications, subjects, grades (if any) and dates achieved. It should provide information on your work experience, placement details and any voluntary work you undertook and the dates involved. You should talk about the skills and abilities you have developed along the way and emphasis your strengths above all. It should include your personal interests and give the contact details for two referees preferably one professional and one personal.
- Keep a supply of CV's handy at all times including one stored on your computer if you have one or on a memory stick ready for electronic transfer to an employer with a vacancy.
- Get a trusted friend to read over your CV critically to ensure there are no spelling or grammatical errors, to check if you have omitted any important facts and lastly to make certain you have done yourself justice on your CV.
- Some people even tailor their CV afresh for each new job they apply for to reflect the criteria asked for in the job description.