

# TOP CV TIPS

Hartlepool College  
of Further Education



## FOCUSING ON YOUR FUTURE

- **Use the right layout** - We have provided a number of templates, but use what works for you. Have a look through the templates relevant to your industry sector and research any additional information you might need to add.
- **Tailor your CV** - What is the employer looking for? Look at the person specification and job description, ensure you understand and match the skills, qualifications and experience needed for the role. Make it easy for the recruiter to see how well you match their criteria and don't forget to mention your digital skills.
- **Ensure Clarity** - Standard headings such as Education and Employment are great, but consider using headings such as Volunteering, Work Experience, IT skills etc. Keep it factual and don't cramp text together. Bullet points and headings work well and the minimum font size should be 11.
- **Two Page Limit** - You've got 2 pages to highlight your skills and experiences, make sure you focus on your achievements and make sure YOU stand out.
- **Check for Spelling** - A CV with good spell check shows an employer you have good attention to detail. Check it over and get someone else to check it over for you too.
- **Seek Advice** - CV's aren't easy, so well done for pulling one together! CV's can be emailed to an Adviser for feedback. 😊

tina.preston@hartlepoolfe.ac.uk  
rachel.ness@hartlepoolfe.ac.uk