

## **CURRICULUM VITAE**

A CV is your most important first document towards obtaining a job. This could be seen by an employment agency (namely HortLinks Recruitment LLP) or prospective employer before you decide whether or not to invite you for interview.

It is your chance to shine, to get ahead (cut out some of the detail if yours goes on a third page) an the top half of page 1 should contain the most important facts (this is the part most employers scan, before deciding whether to read the rest!).

Your name  
Your personal statement  
Your career to date  
Your learning path and achievements

Always start with the most recent item and work backwards down the page.

Think about display – plenty of white space. Check for typing/spelling and grammatical errors. Ask someone who knows you well to also check your CV and to give you an honest opinion on how it reads.

Make sure everything is accountable, as a prospective employer will use your CV as a basis for interview questions. If you have any gaps in your career path, or did not complete a course which you list, then you should be able to account for this.

If you wish, you are not required to put your date of birth, marital status or dependants on your CV (but they are on the template should you wish to add them)