

# Build a Winning CV

PRINT OUT AND CHECK OFF AS YOU GO!

- BE TRUTHFUL
- CHECK SPELLING AND GRAMMAR
- USE A TEMPLATE
- KEEP IT RELEVANT
- USE A CLEAR FONT
- INCLUDE ALL PAST JOBS
- INCLUDE YOUR QUALIFICATIONS
- INCLUDE WORK EXPERIENCE
- SEGMENT EACH SECTION
- HAVE DIGITAL & PRINT VERSIONS
- MENTION HOBBIES
- PROVIDE CONTACT DETAILS
- WRITE A PERSONAL STATEMENT
- BULLET RELEVANT SKILLS
- INCLUDE YOUR LOCATION
- PROVIDE REFERENCE CONTACTS
- MAKE IT SKIMMABLE
- GET SOMEONE TO READ IT OVER
- INCLUDE YOUR PORTFOLIO
- ASK ISH FOR HELP!

CREATED BY INCLUSIVE SUPPORT HUB CIC