



7 TIPS FOR A GREAT CV



Your CV should

- **Be a marketing tool** - you are selling yourself, some say not to but we recommend having a photo of yourself that you feel reflects who you are as a person, “a picture paints a thousand words” as the saying goes and employers will likely Google you anyway. Make your CV visually appealing through the use of colour and layout, create space, make it easy to read. Use graphics instead of words if you can.
- **Be tailor made** - adjust your CV to suit each role you are applying for. Highlight key roles and experience, skills, and achievements, and facts that relate to the role you are applying for.
- **Be short** - no more than 2 pages long, preferably 1 if you can manage it. Skip the cover page and cut to the chase, maybe start with a brief statement about yourself but quickly get to your recent positions and achievements
- **Tell a story** - of who you are, paint the full picture but succinctly, there is more to you than just the jobs you had and what you do at work, this can be achieved through a short paragraph about yourself and listing your memberships, volunteering activity, hobbies etc.
- **Flow** - put thing in chronological order with most recent first, explain employment gaps if you have any, think about the most relevant things for the role and put these first.
- **Not be a list of every job you ever had** - we suggest the last 4-5 unless previous roles are relevant to the role you are applying for.
- **Not be full of clichés or subjective opinions** - Leave out sentences like “I am a team player but also capable of working alone” or “I am a hardworking professional who gets on well with a wide range of people and I have a customer centric focus”.

Disclaimer: The tips above are Tourism Talent’s opinions and recommendations only and based on employer feedback and our own experience. We recommend using the above tips to inform your thinking as you create your own personalised CV that you believe represents you best.