

## Tips for improving your CV

Writing a CV is a key thing for a client to know how to do. A factsheet of top tips is enclosed, and you should discuss these with them.

If there is online access and the client is digitally capable, we would recommend the CV writing materials on Barclays Life Skills website.

This [site \(https://www.barclayslifeskills.com/i-want-help-applying-for-jobs/school/cv-builder/\)](https://www.barclayslifeskills.com/i-want-help-applying-for-jobs/school/cv-builder/) has:

- several interactive elements
- covers the language one should use
- top tips when writing CVs
- guidance on application forms.

The CV builder is the most essential step to take, if time with the client is limited.

It will require the client to set up a membership, which is free, to have an online account with the site.

## Tips for your CV

Many jobs no longer require CVs, instead they want you to fill in their online applications. If this is the case, then Citizens Advice can support you with the digital skills you would need for this.

However, many jobs still need you to have a CV. Often printed out as a hard copy, and if that's the case, here are some handy tips you need to keep in mind.

- CV's should be neat and typed. Keep the actual pages clean too, try not to even fold or crease them.
- Use a simple format and a clear font like Arial.
- Try not to use generic CVs, tailor your CV to the particular job you're applying for.
- Keep it short and simple, a two page maximum is a good rule of thumb.
- Don't forget any key information, your personal details should include your name, address, phone number, and email address (a date of birth is no longer needed, owing to age discrimination rules).
- Make sure you have a professional e-mail address, personal e-mail addresses can give a bad impression.
- Only provide a photo for jobs such as acting and modelling, or if requested.
- Don't provide your social media details, unless you have a professional account on something like LinkedIn.
- Make sure there are no sloppy errors, check and double-check, and then re-read it the next day too. If you can, get a friend or colleague to proof-read it.
- Make sure your social media accounts reflect your good qualities, for example, choose your profile picture carefully as this may be the first impression your potential employer has of you.