



## **Tips on CV writing**

**Your CV is the first glimpse of you that a new employer will have. By using the tips listed below we hope to be able to help you feel confident in updating your CV and moving forward with a new and exciting job search.**

- **Your CV should be factual and honest**
- **Use 'Family A', etc. to name a role rather than using personal information. Never state a child's name or the family's full address or contact details**
- **List your jobs in order of date with the most recent first**
- **Give a brief description of each role, paying attention to anything different or special within the role**
- **Tailor your CV to what you are looking for- if you have previous non-childcare roles keep these details brief and focus on your childcare career**
- **Avoid using charts and tables- clear headings with bold/italic fonts work well instead**
- **Before sending to us please ensure your CV is in a word document format**
- **Be thorough on spelling and grammar checks**
- **Spend time on your CV each time you update it to ensure it is relevant to the type of role you are applying for.**