BE IN THE KNOW

CV

WRITING

KEEP IT PROFESSIONAL
Use formal language, ensure it is well structured and clearly presented

TAILOR IT TO THE JOB
Research the company and the job to find out what they are looking for

PROOF-READ IT
Check it several times to ensure there are no spelling or grammar errors. Employers will spot them!

DEMONSTRATE YOUR SKILLS
Highlight your key skills and offer examples of how you developed them and how you can apply them in the future

For more employability tips...

www.beintheknowuk.com

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