

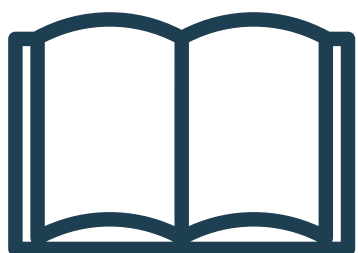


**VENATU**  
RECRUITMENT GROUP

# CV TIPS

## INCLUDE ACHIEVEMENTS

Including your achievements shows your characteristics and determination. It shows you have ambition and highlights things that you are proud of.



## MAKE IT READABLE

Ensure that you have a structure that is easy to digest.

## WHAT NOT TO INCLUDE:

- Unexplained gaps in employment
- Lying or misleading information
- Spelling, punctuation and grammar errors
- Irrelevant personal information

## NO MORE THAN TWO PAGES

Don't make your CV any longer than two pages of A4. This will make your CV interesting, readable but not boring.



# 85%

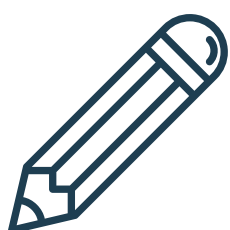
Of people lie on their CV. Don't be one of them!

## KEEP YOUR CV UP TO DATE

Updating your CV regularly allows you to be prepared for any job opportunities you may wish to apply for.

## UNKNOWN FACT

Your work experience is more important than your qualifications.



# 76%

Of people that apply for a role are dismissed due to not having a professional email address on their CV.

