

Creative CV Preparation

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Preparation

- ⊖ Know the industry. Wages, roles, professional organisations, websites and key players.
- ⊖ Software, technology and skills required.
- ⊖ Get insider knowledge.
- ⊖ Research the company and past work thoroughly.
- ⊖ Who works for the company, what has the company done.
- ⊖ Study the job specs and skills desired and required.

Content

- ⊖ Ensure you show you have the required skills.
- ⊖ Be Clear. Be Concise
- ⊖ Start with your strongest skills etc.
- ⊖ Try not to use "I" in the CV. Consider the wording and Syntax
- ⊖ Reverse chronological order- latest first.
- ⊖ Do not repeat yourself. Do not include irrelevant information
- ⊖ Use industry terminology.

Presentation

- ⊖ Layout and spacing inconsistencies will make it look cheap.
- ⊖ Clear and Concise and tailored to the job applied for
- ⊖ Images and white space positioning important. Space will allow relax. Images positioned appropriately.
- ⊖ Typography rules rule!
- ⊖ Try to keep it to one page. If two make sure they maintain consistency.
- ⊖ Careful where sections start and end.

Check it out.

- ⊖ Spelling, grammar, syntax, layout and terminology errors
- ⊖ Get opinions.
- ⊖ Do you meet the requirements?

Content Breakdown

Personal Details:

Name
Address
Telephone: (Main Contacts)
Email: (Not Hotmail)
WWW: (get a domain)
DOB: Optional

Profile:

More and more part of a CV. This is like an elevator pitch about yourself. Make it 3/4 lines and make it snappy and memorable. 100% Positive.

Qualifications:

Reverse chronological order.
No need for details apart from latest, summarise heavily. You may put in details of major related projects here.
Date: Institution: Qualification

Employment/ Experience:

Reverse Chronological order.
Dates: Company: Position: Outline of work.
Having no past work- point out projects you have worked on and your position in that.
Is it relevant to you and your skills?

Skills

Competency with programs and technology.
Communication and team work competencies.
Is there evidence
Training, short courses etc?

Additional Information:

Exhibitions awards, competitions (date: Venue: Title etc.)
Languages spoken, driving licence,

Interests and Activities

Show you are not a one trick pony. Make yourself sound interesting. Do not lie!

Don't Include photograph unless asked.

Don't plaster a big Curriculum Vitae across the top!