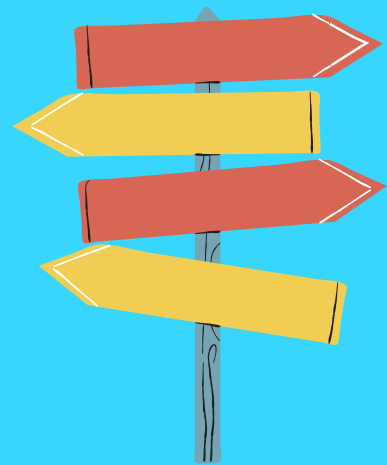# CV Making Tips

Keep it to 2 sides of A4

Employers spend an average of 8 seconds looking at any one CV. Keep it punchy and to the point.

Keep it Relevant

If your applying for an Admin job and your first job was a bin man, you can probably leave that off if you have others to put there.

Be Specific

If you increased sales - put by how much. Include your skills and sell yourself - a great website for finding these is https://nationalcareers.service.gov.uk/

Check for errors

A spelling error could be the difference between you getting the job or not. CHECK AND CHECK AGAIN.