

YOUNG PROFESSIONAL PROGRAMME 2017

Guidelines for completing the CV template

1. Pay attention to the presentation of your CV

- Present your skills and competences clearly and logically
- Put the most relevant information first
- Pay attention to spelling and punctuation
- Retain the suggested font and layout

2. Be clear and concise

- Use short sentences and concentrate on the relevant aspects of your training and work experience
- Try not to exceed two pages

3. Always adapt your CV to suit the post you are applying for

- Highlight your strengths according to the Young Professional Programme person specification and criteria
- Highlight volunteering activities, placements or apprenticeships

4. Check your CV once you have filled it in

- Print off a copy of your CV, correct any spelling mistakes, and ensure the layout is clear and logical
- Delete any spaces you have not used and any guidance text
- Have someone else read your CV so that you are sure the content is clear and easy to understand