Three's guide to creating a **phenomenal CV**

Be Phenomenal.

We really appreciate the time and effort you put into your application and have provided some resources attached to help you the next time you apply to join one of our phenomenal teams!

CV Structure

• Include your name, email address, phone number and postal address at the top
• Next include a short paragraph stating:
    • your reason for applying
    • and a summary of why you are perfect for the role
• Follow this with details on (work) experience relevant to the role
    • list your key responsibilities and achievements
• Include details on relevant education
    • provide the dates of attendance, institution/company name and course/role
• Be sure to shout about any other important achievements or projects
• You could also include a 'hobbies & interests' section so we can get to know you more
• At the end of your CV, state 'references available on request'

✔ CV 'Dos'

• Ensure your CV is structured and formatted neatly (you'll find templates online)
• Tailor your CV for different applications/roles
• Study the job description and ask yourself 'what are the recruitment team looking for?'
• Include the most relevant information first to grab the reader's attention
• List work experience with the most recent first and work back
• Don't be afraid to think outside the box for experience
• Double check your contact details are correct
• Proofread your CV for spelling and grammar
• Keep it to 1 or 2 pages

✘ CV 'Don'ts'

• Include too much personal information
• Use multiple fonts or a variety of formatting
• Use phrasing that is too casual
• Exaggerate experience or skills
• Apply for roles with an outdated CV