

HOW SHOULD I ORGANISE MY CV?

Chronological (starting with the most recent)

- Highlights your qualifications and jobs
- Show your experience

Functional

- Highlights your skills and personal qualities
- Shows what you can bring to the role

These days it is becoming increasingly common for companies to not ask for a CV but to get these same details via their online application form. It is still useful however to have a CV – the information is there already for you to copy into the online form, having already spent time putting together your CV you will be less likely to forget something.

You will also need to use a CV when making speculative applications to companies.