



# TM Green Group

## CV Tips

- This 1st thing the hiring manager sees is the layout of the CV. Make it easy to follow and read. Create a chronological timeline which flows, taking the hiring manager through your career.
- Always put contact information on your CV including mobile number & email address
- Include a brief personal summary which explains your key attributes and overview of experience. This should be no longer than 1 paragraph.
- Show your work history with titles such as Position, Dates Employed & Company Employed by.
- Underneath the titles, using bullet points explain your role and what you were expected to do day to day. This should also include targets, key achievements, times you went over and above your daily duties, flagship projects you worked on and promotions you received.
- Include any good visual pictures from projects / schemes
- Include all your qualifications, education and training courses you've been on. This shows a lot about your character.
- Keep it precise to 2 pages maximum
- Create a cover letter describing your motivations to leave, what sort of company you would like to join and why you've applied for this role.