



# CLARK

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## Tips for Writing your CV

- Long enough to cover the subject; short enough to remain interesting. A good CV is long enough to include your relevant particulars - no longer. In fact, three well spaced pages in good sized print is plenty.
- Make it easy for employers to read. Create a clear, formal summary of your education, qualifications and experience. Include:
  1. Name, address, telephone number and e-mail.
  2. Education and training in reverse chronological order.
  3. Your work history, also in reverse order. Make sure you can account for any gaps in your CV.
- If you don't have access to a computer, get your CV done professionally.
- Be accurate. Don't exaggerate or overstate your achievements. Also, do not put down a skill unless you have it mastered.
- Write well. Language is a basic communication skill - grammar, spelling and style are important. Keep your sentences short and structures simple.
- Include some hobbies and interests.
- Proof Read your CV. Then get someone else to read it to make sure everything is clear.
- References:

If you are including references your option is to list them at the end of your CV. Or to simply say: "References available on request".

Ask permission of all referees so that people are prepared if they are called.