

CVs and application forms

You can improve your job search techniques and increase your chances of finding work by making the most of expert advice and tools available on the internet. Here are some ideas to get you started. Please note the Jobcentre is not responsible for the content of any external websites and cannot guarantee the quality or security of any links. These are provided as examples and you may wish to conduct your own search for online information and advice.

Website	Quick link	Completed Please tick once you have reviewed the information
Getting the interview: Writing the perfect CV from Progressive Recruitment. A 10 page guide which is full of tips to help take your CV from good to great.	http://assets.progressiverecruitment.com/Guides/Writing_the_perfect_CV.pdf	
CV library from Day Job gives you access to over 300 different CV templates targeted at different jobs and industries.	http://www.dayjob.com/content/cv-template-236.htm	
15 common CV mistakes: a checklist from Live Recruitment. Review your CV against this list and make sure it doesn't get rejected because of a poor first impression.	http://www.live-recruitment.co.uk/15-common-cv-mistakes-the-essential-checklist-for-every-applicant/	
25 words that can hurt your CV from Learnist.org. Filling your CV with buzzwords can put employers off if you can't prove you have the skills. This article will help you think about the language you use and the examples you give.	http://www.learnist.org/25-words-that-can-hurt-your-cv/	
References on CV from Learnist.org. Some quick tips on getting the right people to speak on your behalf.	http://www.learnist.org/references-on-cv/	
Cover letter samples from About.com Job searching. Various cover letter templates for different situations as well as some tips on how to write your own.	http://jobsearch.about.com/od/coverletters/	
What happens to your CV once submitted for a job application from Learnist.org. Understanding the process is important if you want to gain an edge. There are some useful quick tips in this one page infographic.	http://www.learnist.org/what-happens-to-your-cv-once-submitted-for-a-job-application/	

