

Before you start, here are 10 key 'rules' on getting your first impression with a prospective new employer right. First time:

1. CV's are written to get you to interview, nothing more
2. Be selective for *every* application to ensure relevant, transferrable skills and experiences are front and foremost throughout the document
3. Try and fill 2 sides of A4, never exceed this
4. Understand that the reader will receive several CVs a week. Make sure you capture key 'wow-factors' in the first half side (see example for options on how to do this)
5. Work backwards. Put your most recent roles first
6. Make your most recent (or relevant) jobs more detailed, reduce the amount of information for earlier ones, you can provide details of these in interview (if asked or relevant)
7. Sell yourself on every line. No-one else will do it for you
8. Don't just list what you have done. List what you have *achieved* and how you did this/what obstacles you overcame on *every* line
9. Double check spelling, grammar and consistent formatting. Make your first impression a good one, don't mess up on simple errors
10. De-militarise the phrases and translate (where possible), however never detract from the fact you were in the military as that is a hugely employable trait