

A photograph of four people (three women and one man) sitting around a table in a bright, modern office setting, looking at documents and laptops. The scene is backlit by large windows, creating a warm, professional atmosphere.

# CV Guide

A curriculum vitae (CV) is a document that communicates your skills and experience to potential employers. It usually forms the first impression an employer has of you and will be the deciding factor in reaching the interview stage.

A CV tells a prospective employer about your:



Experience



Skills



Qualifications



Personal  
Interests



Work  
History

## Tips for a good CV:

- ✓ Check for spelling mistakes – always get a second pair of eyes to look over what you have written
- ✓ Be concise when writing – you don't want it to be too long
- ✓ Type your CV to ensure it looks professional
- ✓ Be consistent with your formatting
- ✓ Include an email address that you can access regularly

For more information to help you prepare for interviews and more tips on perfecting your CV, visit [jerseyfinance.je/working-in-finance](https://jerseyfinance.je/working-in-finance).

Find your career path at [jerseyfinance.je/careers-in-the-finance-industry](http://jerseyfinance.je/careers-in-the-finance-industry)



## Doers



Accountancy  
Funds  
Wealth Management

Banking  
Fintech  
Project Management



## Thinkers



## Creators



Digital  
IT  
Marketing

Compliance  
Human Resources  
Secretarial



## Helpers



## Persuaders



Business Development  
Law  
Stockbroking

Administration  
Events



## Organisers



For more information, please contact a member of the Jersey Finance team on: +44 (0) 1534 836000 | [jersey@jerseyfinance.je](mailto:jersey@jerseyfinance.je)



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