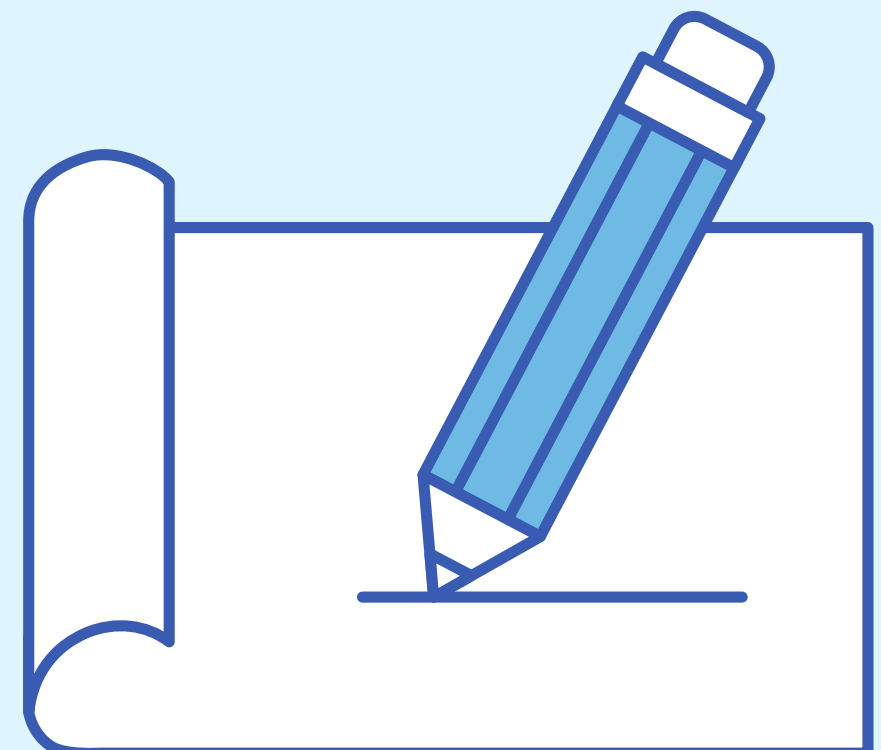


TIPS FOR PREPARING A JOB- APPLICATION DOCUMENTS



- **Have the right documents with you**
- **Read the instructions carefully**
- **Write legibly and check details for accuracy**
- **Make sure your employment history is correct**
- **Fill in all the details**
- **Write your qualifications out in full**
- **Don't leave out questions**
- **Avoid specifying salary requirements.**



TIPS FOR PREPARING A CV DOCUMENT



- **Start with name, address and contact details**
- **Introduce yourself**
- **Summarise your skills**
- **Highlight relevant experience**
- **Stress your achievements.**
- **List any training, education and courses. ...**
- **Mention any interests/hobbies (optional) References are available on request.**
- **Make it short and apt**
- **Include two forms of contact, email and mobile**

