

How to write a CV – This should be no longer than two sides of A4

What to include in a CV

- Contact details
- Profile – Should be no longer than 4 sentences
- Education & qualifications – Most recent first
- Employment – Give start and end dates, list key responsibilities & achievements
- Work experience – Relevant to job you are applying for, voluntary or unpaid work you have completed.
- Skills and achievements – Focus on skills that will be needed for job applying for
- Interests – Any extracurricular activities you do such as clubs, sports & societies that you belong to
- References

CV Format

Use professional fonts such as Ariel size 10

Keep it concise and easy to read using clear spacing and bullet points

Only use white A4 paper and print one sided. Do not fold your CV when posting out or handing in to prospective employers.

How to write a good CV

1. Use active verbs wherever possible. For example, you could include words like 'created', 'analysed' and 'devised' to present yourself as a person who shows initiative.
2. There should be no spelling or grammar mistakes in your CV. Use a spell checker and enlist a second pair of eyes to check over it.
3. Avoid using generic phrases such as 'team player', 'hardworking' and 'multitasker'. Instead, provide real-life examples that demonstrate all of these skills.
4. Take a look at the company's website, local press and the job advert to make sure that your CV is targeted to the role and employer.
5. Decide whether the chronological, skills-based or academic CV is right for you.
6. Don't put the term 'curriculum vitae' at the top of the page.
7. Provide a professional-sounding email address.
8. Never lie or exaggerate on your CV or job application. Not only will you demonstrate your dishonesty to a potential employer, but there can be serious consequences too
9. If you're posting your CV online don't include your home address, as you could be targeted by fraudsters.
10. You should always include a cover letter unless the employer states otherwise. It will enable you to personalise your application to the job. You can draw attention to a particular part of your CV, disclose a disability or clarify gaps in your work history.
11. Avoid using slang words – present yourself in a professional manner
12. Statements made should be supported by evidence

Remember! A CV is an opportunity for you to stand out from the crowd