

Tips on how to write a CV

Layout and Format

1. Before you write your CV, spend some time considering the key points. For example, what are the three most important things you have to offer a potential employer? These can be general such as 'interpersonal skills with a positive attitude' or specific such as 'advanced user of Microsoft Office'. Write down the three points separately and refer to them clearly when writing the CV.
2. Contact Details are placed at the top of your CV. Use an easily readable plain font and provide your correct phone number and email address so you are contactable. If you have an email address already with a name like 'funkybird@ymail.com' don't use it; set up a new email account name that shows the employer you are serious and professional.
3. Write a personal statement - this should be a summary of who you are, your current career status (looking for x,y,z role), and your career goals. This is an important part of the CV as it introduces you, but try to keep it to just two or three sentences.
4. Key Skills - List each of your skills relevant to the role, and provide evidence for each one; detail a specific situation where you used or demonstrated that skill.
5. Work Experience - List your employment history, paid/unpaid, in order of dates, working your way down from the most recent. Remember to include details about your role in each specific job and do not list your Job Description (a JD is what you receive from an employer, it lists your duties).
6. Education or Qualifications - List your education achievements. Ideally this is exam results, but you can include non-academic achievements such as played in a sports team or performed in a play. You may not have great grades but you can use something from a course which says something positive about yourself - did you do well on a specific piece of work?
7. References - Make sure you speak to referees and send them a copy of your CV so that they understand the attributes you are trying to get across to the potential employer. Do not provide names of referees on your CV but, if you wish to, you can provide details of who they are e.g "Teacher" and say they can be contacted on request.
8. Smaller points - No need to write 'CV' or 'Curriculum Vitae' on the CV. Try and keep to one or two sides of A4.