

Top Tips for CV Writing

Do you want to make a great first impression when applying for jobs?

Find out how to write a CV and uncover useful tips to make your CV stand out. This guide will cover:

- What is a CV
- What should be included in a CV
- Frequently asked Questions

What is a CV?

A CV is also known as a Curriculum Vitae, it is a written overview of your skills, education, and work experience. They may be used for a variety of reasons, however, the most common of these is to send to prospective employers when looking for a new job.

What should be included in a CV

Personal Details - This will include your full name, address, contact numbers (mobile and landline) and your email address.

Tip - Make sure your email address is appropriate

Personal Profile - A personal profile statement is a summary of your skills and qualities. This is normally found at the top of your CV and gives an overview of your work history and achievements and it will also cover career aims.

Tip - Your CV should be tailored for the job you are applying for, matching your skills and experience to the requirements of the job

Employment History & Work Experience - This must include temporary work and any volunteering that you completed. Include work experience and highlight education and training.

Tip - Explain the skills that you used in your job role

Education & Training - Start with your most recent and then list and date previous education. Include the details of the schools that you went to. Include the qualifications that you have achieved, the grade that you attained and the date.

Tip - You can also put the qualification that you are studying for. You can input your predicted grade and the date expected to achieve it.

Interests and Achievements -This will include hobbies, interests and achievements relevant to the job. Also include if you are involved in any clubs or societies. Try to avoid putting in activities such as reading or socialising as they are too general. Make them specific and interesting.

References - These can be personal, or work related. You can also state "references are available upon request"

Tip - If you do not include their details you need to state the relationship of each referee, for example John Smith, Head Teacher

Frequently Asked Questions

1. **How long should my CV be?**
No more than 2 pages and have line spaces between each section
2. **What kind of writing style should I use?**
Choose something concise and easy to read, choose fonts such as Arial or Times. The font size should be 10 or 12. All fonts and font size should be consistent throughout. Ensure that your CV does not have any spelling or grammar mistakes.
3. **Do I need different CV for different jobs?**
Your CV should be tailored for the job that you are applying for, matching your skills and experience of the job.
4. **Does everyone stretch the truth on their CV?**
There is a difference between selling yourself and inventing things.

Related Documents

- Example CV
- Guidance Notes for Covering Letter