How to Write a CV

- **First impressions count, especially when applying for jobs.**
- **Discover useful tips to help make your CV stand out from the crowd.**

What is a CV?

A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers.

How long should a CV be?

A standard CV in the UK should be no longer than two sides of A4.

To save space only include the main points of your education and experience. Stick to relevant information.

What to include in a C.V.?

- **Contact details** - Include your full name, home address, mobile number and email address.
- **Profile** - A CV profile is a concise statement that highlights your key attributes and helps you stand out from the crowd. Usually placed at the beginning of the CV it picks out a few relevant achievements and skills, while expressing your career aims
- **Education** - List and date all previous education, including professional qualifications. Place the most recent first.
- **Work experience** - List your work experience in reverse date order, making sure that anything you mention is relevant to the job you're applying for. If you have plenty of relevant work experience, this section should come before education.
- **Skills and achievements** - The key skills that you list should be relevant to the job. Don't exaggerate your abilities, as you'll need to back up your claims at interview.
- **Interests** - 'Socialising', 'going to the cinema' and 'reading' are not going to catch an employer's attention. However, relevant interests can provide a more complete picture of who you are, as well as giving you something to talk about at interview. Examples include writing your own blog if you want to be a journalist, or being part of a drama group if you're looking to get into sales.
- **References** - You don't need to provide the names of referees at this stage. You also don't need to say 'references available upon request' as most employers would assume this to be the case.

How to write a good C.V.?

- Use words like 'created', 'analysed' and 'devised' to present yourself as a person who shows initiative.
- A good CV doesn't have any spelling or grammar mistakes. Use a spell checker and ask someone else to read it through.
- Don't put the term 'curriculum vitae' at the top of the page.
- Make sure your email address sounds professional. If your personal address is inappropriate create a new account for professional use.
- Don't lie or exaggerate on your CV or job application
- If posting your CV online don't include your home address, as you could be targeted by fraudsters.
- You should always include a cover letter unless the employer states otherwise. It will enable you to personalise your application