

HOW TO WRITE A CV

Before writing a CV you need to understand the purpose of a CV and what you need to include, here are some things to consider when starting to write your own CV.

What is the purpose of a CV

A CV's main purpose is to sell yourself to prospective employers, to convince an employer that you are the best person for the job. A CV can also:

Highlight the positive aspects of your personality and skills

- Show your experience and achievements
- Show your career history
- Detail your education and qualifications
- A well presented CV shows professionalism

What to include on your CV

There is certain key information you need to include on your CV, below is a list of things an employer will need to see:

- Name, address, contact details
- Personal Profile and or Key Skills
- Experience and Achievements
- Work Experience and/or Career History
- Education & Qualifications
- Additional Information relevant to the job (driving licence etc.)
- Interests (be conscious of what you include here, do not give too much personal information away at this stage)
- References

General Guidelines for a good CV

There is no such thing as the perfect CV as everyone's CV will look and present differently, however below are some pointers you can follow to help strengthen your CV presentation

Presentation is very important, check for spelling errors make sure it is clear and easy to read

Use bullet points where possible (be careful not to write lengthy paragraphs as employers are unlikely to read these)

Make sure it is regularly updated (including any work experiences, certificates completed and most importantly checking your contact details are correct and updated)

Keep to same style and size of font throughout, ideally plain font such as arial or verdana

Length, keep to 1-2 pages where possible

Make sure it is relevant to the job advertised (adapt the CV and particularly the key skills section to make it relevant to the job)

Stick to work related information – do not include personal information such as date of birth, marital status, dependents.

Avoid photographs, they can be off putting to some employers.

Accompany your CV with a well written covering letter.

There are many example CVs online and templates you can use if you are stuck. If you feel you would like support in writing your CV then consider contacting our team for a one off support session.