

CV Fact Sheet

Did you know?

- Some employers don't accept CVs at all – instead they use application forms. This helps them shortlist applicants consistently and reduces the impact of unconscious bias.
- When completing an application form, you are usually asked to sign a declaration confirming your information is accurate. Giving false information could lead to a job offer being withdrawn or dismissal if discovered later.

Do's and Don'ts of writing a CV:

Do	Don't
<ul style="list-style-type: none"> • Keep your CV clear and concise, ideally no longer than 2 pages. • Use a simple, professional layout with headings, bullet points, and plenty of white space. • Tailor your CV to the job: Highlight the skills and experience most relevant. • Start with a short summary. • List your work experience in reverse order (most recent first). • Focus on achievements, not just duties; use action words such as developed, organised, achieved. • Include transferable skills such as teamwork, communication, and problem-solving. • Highlight training, qualifications, or voluntary work. • Check spelling and grammar carefully. • Save and send as a PDF (unless otherwise requested). 	<ul style="list-style-type: none"> • Don't include too much personal information, your name and contact details are sufficient. Giving further information can lead to unconscious bias in the shortlisting process. • Don't use fancy fonts, colours, or graphics, keep it simple and professional. • Don't write long paragraphs, bullet points are easier to scan. • Don't list the details of every job you've ever had, focus on the most relevant and recent. • Don't exaggerate or make false claims. • Don't include reasons for leaving jobs. • Don't send the same CV every time, use the job description and person specification to adapt your CV for each role. • Don't forget to include up-to-date contact details. Don't leave unexplained gaps, mention voluntary work, caring responsibilities, or study.

YOUR NAME

you@emailaddress.com

Mobile: 00000 000000

EMPLOYMENT HISTORY

Key Achievements

Share 3 – 4 achievements you are proud of and with which you can demonstrate developing your skills / how you have made a positive impact / creative problem solving skills.

Job Title – Organisation (current or most recent role)

Brief explanation of your role. This includes:

- List key responsibilities of your role
-

Key Achievements

- List any specific achievements
-

Job Title - Organisation

Give a brief overview of your roles, responsibilities and any key achievements. Keep this to one paragraph.

*reuse this format for your previous 5 – 10 years of employment

Job Title – Organisation

Responsibilities: list responsibilities using ; to separate rather than a bullet point list

QUALIFICATIONS

List your qualifications here

TRAINING

Give details of any other training you have undertaken here

HOBBIES

Only use this section and give details of hobbies if they **demonstrate a skill** in which a potential employer will be interested.

REFERENCES*

Name	Email	Relationship to you
Name	Email	Relationship to you

*Do not give out personal details without first checking your referee is happy for you to do so. It is also acceptable to write Available on Request if you do not yet wish to share these details.