Writing a Curriculum vitae

What is a cv?

A cv is your passport to getting a job interview; it should contain enough detail to inform a prospective employer. Your cv should contain the following:
• Your name
• Your personal profile
• Your employment history (start with your most   recent job and work back)
• Your educational qualifications
• Your additional qualifications
• Your hobbies and interests
• Your personal information
• Your work or personal references (optional)

What is the difference between a cv and resume?

Your cv will contain more detailed information than a resume; a resume is exactly that, a brief synopsis of your work history, qualifications, and achievements whilst your cv will expand on that information.

Why create a cv?

A cv will give a prospective employer a good understanding of you both in the workplace and in your personal life too. It will help you to give structure to an interview as it will be easy for a prospective employer to read from and ask questions about.

How long should a cv be?

Your cv should ideally be no longer than 3 pages in length. It should be legible, matter of fact, and readable.

Common problems and mistakes:

• Always use spell check
• Don't over complicate your cv
• Don't waffle
• Don't Lie on your cv (it could come back to haunt you)
• Do keep everything uniform (e.g. titles in bold, all text the same font type and size etc)
• Take the opportunity to promote honesty and integrity
• Attach a covering letter with your cv

Who should I supply as a reference?

If you are new to the work environment then a great reference would be from a teacher or lecturer from school or college. Also previous employers, preferably a recent employer. About a personal reference, never send a reference from a family member, always from a member of the community who is of a certain standing within that community (vicar, priest, police officer, teacher etc) who has known you for at least 2 years.