

CV writing

The purpose of your CV is to grab the attention of the recruiter or employer. A good CV can be the difference between getting an interview or not so it's important you put the time and effort into creating it.

The key is to consider the sort of role that you are applying for when writing your CV to keep it relevant.

Structure

A simple structure to follow would be:

- **Name and contact details** – **Make sure your name is clear and stands out at the top.** Add your mobile number, email address and location clearly to the top of the page. You want it to be easy for them to contact you!

- **Personal statement** – This should be kept fairly brief so you don't lose the interest of the person reading it (1 or 2 short paragraphs will do). State some of your key strengths, a bit about your personality, a brief overview of your current job (this will go into more detail later) and what you're looking to do next.

- **Employment history (most recent first)** – Job title and dates you were employed at each role with a short sentence about your key responsibilities – List a few of the skills you learnt from each role and how it helped you to develop.

- **Education including professional qualifications** – Don't over complicate this part, just a simple bullet point list of your qualifications – Put the most relevant ones to the job you are applying for at the top.



Use a consistent layout/ font and format each section with headers and bullet points.

Your CV should be no more than 1 or 2 pages long. Keep it honest and relevant, this is a professional document, not a social media profile.

Top tips

- Proofread (ask a friend/ family member or your recruiter to look over it as well) to make sure spelling and grammar is correct and that it reads well.
- Pay attention to detail – If you're going to write about strong performance in previous roles, make sure you have the facts and figures to back it up.
- Relate to the job description – Read the job description for the role you're applying for and tailor your CV to list key skills an experience that the employer is looking for.
- Break text up – Huge chunks of text are off-putting and the person reading it will likely skip over it if it's too long.
- Have a professional email address – If you still have your first embarrassing email address then create a new one and keep it simple. I.E
firstname.surname@emailaddress.com

