

Why do I need a CV?

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- Getting an interview can depend on how good your CV is.
- It's your chance to show an employer you've got the skills and experience needed,
- and that you're the right person for the job.

where do I start?

Firstly, you'll need to think about:

- what to include
- how much detail is needed
- how to make your CV stand out from all the others

How long should it be?

Your winning CV should be:

- easy to read with space between each section
- no more than two pages long - only senior executives with a lot of experience should have longer CVs.

You may wonder how to fit everything into 2 pages but you can free up space by leaving certain things out or by being brief about others that are less important. For example, it's not necessary to put 'CV' or 'Curriculum Vitae' at the top.

What should I definitely include?

- Start with your personal details; your name, address and contact details.
- It's up to you whether you include your age, marital status and nationality - it's not essential.

Tailoring your CV to the job

- Your CV shouldn't be your life story but should be tailored for the job you're applying for, focusing on the parts that are important.
- Look at the job advert or the person specification and think about what the job involves, and what the employer is asking for.
- Take some time to find out about the main activities of the employer.

Your personal profile

Underneath your personal details, your 'Personal Profile' outlines your:

- skills and qualities
- work background and achievements.

It should only be a few lines but must spark the reader's interest. For example, if the job involves working with people, you could say you're a good team-worker and an effective communicator. Be brief - you can highlight examples of your skills in later sections.

Education and work experience

- This part of your CV depends on your background and the type of job you're applying for.
- Some jobs require experience, while for others your qualifications are more important.
- If you've been working for a while, put your employment history first;
- if you're younger and don't have much work experience, focus on your education and training.

Employment history

Start with your present or most recent job and work backwards, using bullet points. Include:

- each employer
- the dates you worked for them
- the job title
- your main duties

Education and training

- Start with your most recent study and go back to the qualifications you got at school. Using bullet points or a table include:
 - the university, college or school you went to
 - the dates the qualifications were awarded and any grades
 - any other courses, if they're relevant.

Hobbies and interests

- Some employers like to read about your interests, as it can give them an idea of your strengths and what you'd be like to work alongside.
- As with your employment history, it should be relevant in some way to the job.
- For example, if you're involved in any clubs or societies this can show that you enjoy meeting new people.
- People often put on their CV that they enjoy cooking or reading, but these activities are too general and widespread to be of interest to an employer.

Additional information

- If you need to add anything else that's relevant,
- such as a gap in your employment history for travel or family reasons,
- you could include a further section titled 'Additional Information' after your interests to explain this.

References

- Finally, you should state that references are available if required, although you don't need to include referees' contact details on the CV.
- At least one referee should be work-related; or if you haven't worked for a while, some other responsible person who has known you for quite a while.

How should it be presented?

- Print your CV on white A4 paper, using just one style and font. It should be concise and easy to read. Check it for spelling and grammar mistakes.
- You can use a computer spelling and grammar check but it's also good idea to get it checked by somebody else.
- A common mistake is to use bold type everywhere. It's good for section headings such as 'Employment History' or 'Education' but many people use it to highlight dates and previous employers' names - this draws the reader's eye away from what's important.

More tips on writing a good CV

- **Do**
- use positive language - when describing your work achievements use power "doing" words like "launched", "managed" and "improved". Quote figures if possible to back up your claims.
- use good quality paper - first impressions count!
- use a word processor on a computer - typed or written CVs won't impress
- include other skills that might be useful to an employer - driving, languages, IT skills etc

More tips on writing a good CV

- **Don't**
- lie - employers have ways of checking what you put is true, and may sack you if they take you on and find out you've lied to them
- include a photo unless requested