TOP TIPS

Writing a CV

What to include?

Name
Your name should always be at the very top of the page so the recruiter does not have to search to see whose application they're reading. Make it stand out by increasing the font size and putting it in bold… Remember to stick to the same font type to keep it consistent and well presented

Contact Details
Address- Primary address you would normally have correspondence sent to. If you are away at university, consider adding on both your term time and home addresses

Telephone Number
Primary and secondary is ideal, but ONLY if you use them… There's no sense in giving a potential employer a number you never answer! It may sound obvious but DOUBLE CHECK the number before saving it, you would be shocked at how many people leave old or incorrect numbers on their CV's and you could be missing out on the opportunity of a lifetime!

Email Address
Keep it mature, professional and avoid using addresses that may be deemed inappropriate. If you don't have one you can confidently use - there are hundreds of sites online allowing you to set up free email accounts with minimal hassle

Personal Profile
Try to aim for between 3 and 5 lines of text- no more… a personal profile on your CV is not only an overview but also a hook so that the recruiter will investigate further by reading the rest of your CV.
It is a great tool to use to promote yourself, your relevant skills and experience and tell them why you are the right candidate for the role. Use keywords and adjectives but don't over-do it and try to bear in mind the following:

- What are the key skills required for the role? Which ones match your own skills so that you can tailor your personal profile to the vacancy
- Is it relevant to the role? …for example, you wouldn't necessarily focus on your customer service skills when applying for a job in an office, you would focus more on your organisation
- Consider the narrative of your personal profile…Is it in 1st person (I am) or 3rd person (she/he is)? Neither is incorrect just make sure once you pick one you stick to it and don't swap between the two
- Are you repeating parts of your cover letter? NEVER copy and paste…Recruiters don't want to be reading the same sentence twice

Education and Training
This should be in reverse chronological order (start with your most recent and go back in time). Make sure to detail the dates, institution (place), qualifications gained and subject/course. Don't worry, you don't have to add in the grades you achieved if you didn't do well! Many people leave the grades off of their CV completely.

When detailing multiple subjects under one heading such as with GCSE's, keep it to one line and avoid wasting valuable space i.e. 8 GCSE's at A-C including Maths and English

Work Experience
This should, again, be in reverse chronological order (start with your most recent and go back in time). For each job include: Company Name, Job Title, Date started and date finished.

Outline what transferrable skills you have gained from this job that you feel may be of benefit in the role you are applying for. Consider bullet pointing or listing (whichever is your preference) your main roles and responsibilities but don't go overboard! This should be an overview of each job and the experience gained, not a detailed job description.

Don't repeat yourself! Even if you've done a number of similar jobs i.e. bar work or shop assistant; instead pick a couple of different skills to focus on for each job, and highlight any additional areas of responsibility you may have had.

Additional interests
The 'human' element of your CV- Optional but good to have!

Keep it brief and try not to get carried away. It's always easy to write about all the things you enjoy but remember it's still a job application. Try to think of your hobbies that use transferrable skills e.g. team working developed through playing on a sports team. You may enjoy raving on the weekends, or having a glass of wine with your friends, but it won't necessarily get you that job you've got your eye on.

Skills and Achievements
A few bullets at the bottom of your CV to highlight any skills you may have that don't quite fit anywhere else. Computer literate? Driving License? Second Language? Fantastic things to let your potential employer know you have and this is the place to do it.

Have you an award or achievement you are particularly proud of? Were you employee of the month? Do you do community or charity work?

These are the things that make you stand out, so shout about them!

References
If you have room add in 2 references and contact details, at least one should be a previous/current employer.

If you are pushed for space you can always put 'References available upon request' at the bottom.

Follow these steps for a super CV and don't forget to check out or CV Do's and don'ts and 'Attending an Interview' career tools!

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