

# DOES YOUR CV INCLUDE ALL THE RIGHT THINGS?

It might sound pretty simple, but your CV needs to include all the right things that a future employer is looking for. It needs to show off your strengths, qualities and experience and give the reader a feel for the type of person you are.

It is also important, to get the basics right, ensuring your layout is clear and well structured. Use our ten steps when writing your CV and ensure that your content is tailored to the job you are applying for.

## STEP 1

### GENERAL

- Always ensure you personalise the CV content to your experience, skills and strengths
- Tailor the content each time you apply for a job matching relevant skills and abilities
- Ensure your CV grabs the attention of the reader
- Proofread for spelling, grammar and typos. Consider getting someone else to check this for you.
- Ensure your CV is an honest reflection of you and your experiences - exaggerating and omissions of the truth can be found out at interview!
- Avoid using acronyms and/or jargon

## STEP 2

### LAYOUT & PRESENTATION

- You do not need to head your CV with a CV or Curriculum Vitae header
- Use bullet points to effectively list information and help identify areas within your CV you want to highlight
- Keep your CV to no more than two pages long
- Your CV needs to look professional - print on white paper and ensure it's printed in portrait not landscape
- There are so many types of font to use. We recommend using Arial, Calibri, Times New Roman or Verdana
- Ensure your text font is a readable font size. The size should be 10, 11 or 12 pt depending on the font used.
- Headings should separate each section of your CV. Try using Bold or CAPITALS for added visual appeal
- Your CV content and headings should be left aligned rather than centralising in the middle of the document
- Ensure you 'Tab' key rather than using the space bar to indent information. This will ensure your indents match throughout
- Always save your CV in MS Word format and convert to a PDF when submitting to an employer

## STEP 3

### PERSONAL DETAILS

It is amazing how many people forget to include their name and address on their CV. Make sure you include the important personal information like your name, address, contact number and email address.

It is worth checking that your voicemail message and email address are appropriate and professional!

- You don't need to include your date of birth, nationality, marital status, national insurance number or passport number
- A photograph headshot is not required unless you have been asked to do so or it is the industry norm, for example, creative industries.

## STEP 4

### PERSONAL PROFILE

This is the first thing that appears at the top of your CV, so it is important that it makes you stand out from the crowd. It is your opportunity to sell 'you' and what you have to offer the potential employer.

Ensure you capture the following:

- Who you are
- What skills and qualities you have and what you can bring to the organisation
- What you're looking for in your career
- Why you are the most suitable candidate for the role

To help you write your profile we have included an Action Word worksheet in this module which you may find useful.

## STEP 5

### EMPLOYMENT HISTORY

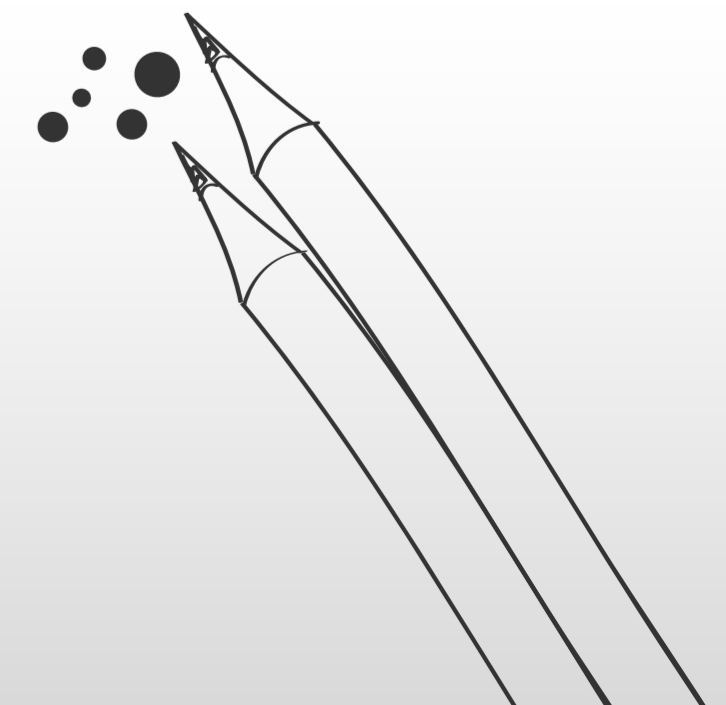
This section should include all your relevant work experience listing your most recent first. Be sure to include job title, name of the organisation, dates employed and your key responsibilities.

Useful pointers include:

- Bullet point description of your duties
- At least three achievements - ensure you include quantitative data that supports your achievements
- Include any part-time work and temporary work and highlight the transferable skills that apply to the job description
- You don't need to include salary details or reasons for leaving a role



# CURRICULUM VITAE



## STEP 6

### EDUCATION AND QUALIFICATIONS

List your education and qualifications. Include dates, type of qualification and grades you have achieved. Include your university, college and secondary education if you have limited work experience.

- Avoid volunteering negative information, such as course started but not finished or listing failed exams
- List all relevant work-based training such as NVQ's, First Aid, Health & Safety etc
- List any professional memberships you may hold, for example, the Chartered Institute of Marketing etc

## STEP 7

### SKILLS AND ACHIEVEMENTS

Your skills and achievements should be relevant to the job you are applying for. Try to order them in the order of importance according to the job description.

It's important to remember that skills can be gained from education, work, voluntary work and your outside activities.

Use the Skill Word Worksheet (available in this module) to highlight relevant skills when writing the employment and skills section within your CV.

## STEP 8

### PERSONAL INTERESTS OR HOBBIES

Try to only mention relevant interests and hobbies to the role you are applying for as this can compliment your skills and experience. Avoid including things like 'socialising with friends' or 'going to the cinema' as they won't add any value to your CV.

- Consider if a hobby could interfere with your work? Are there any conflicts of interest?

**Remember, if it isn't going to add any value your best leaving it out!**

## STEP 9

### VOLUNTARY WORK

Including voluntary or unpaid work on your CV is a great way to show future employers that you are passionate and hard working. It shows that you are willing to learn new skills and gain new experiences, as well as, showing how you like to help and support other people.

## STEP 10

### REFERENCES

It used to be necessary to include two references in your CV, however, these days they are generally not required at this early stage of the application process.

You could include 'references available on request'. However, employers will ask for your references should you be successful.

- Always check with references before using their details

### TOP TIPS ON HOW TO MAKE YOUR CV STAND OUT FROM THE CROWD

- Ensure it is clearly formatted and presented
- Lay your CV out in a logical order with clear headings
- Use a professional and easy to read font
- Use positive language
- Keep it short and succinct - 2 pages is adequate

### A REMINDER OF THE THINGS TO AVOID IN YOUR CV

- Height, weight and state of health
- Date of birth, marital status, nationality and family
- Religious or political beliefs
- Jargon or abbreviations
- Attachments (qualifications/references)
- Gimmicks
- Fancy borders that may not scan well
- Folded, stapled or double-sided print
- Referee names and addresses
- Last or expected salary
- Reasons for leaving each job

