

COMPOSING YOUR CV

CHECKLIST (IN ORDER OF APPEARANCE):

- ❑ Contact details - include full name, address, mobile phone number and email address.
- ❑ Education & qualifications - list and date previous education and qualifications, placing the most recent highest up the page. Include any ongoing studies and/or charterhip status.
- ❑ Skills - for example, specific design/IT skills, managing people, business development etc.
- ❑ Work experience - this can be internships, voluntary roles or previous jobs. Add the most recent/relevant positions and examples of key tasks (half a dozen tasks per role is plenty).
- ❑ Project experience – if you have specific project experience, tell us about it. The project type, value, and what you specifically were responsible for.
- ❑ Referees - two people who can provide positive comments on your previous employment or work experience.

WHAT YOU DON'T NEED TO INCLUDE:

- The term 'curriculum vitae' or 'résumé' - CV will suffice
- A photo
- Date/place of birth

MAKING YOUR CV STAND-OUT:

- Grammar - there should be no mistakes in your CV. Use a spell checker and enlist a friend or family member to check over the text. Try and include active words where possible to increase the impact of your CV. For example, you could include targeted words like 'created', 'analysed'; and 'devised' to present yourself as a person that shows initiative.
- Layout - place your most attractive skills and talents towards the top of your CV to boost your chances of impressing an employer. The same rule applies to listing grades - highest first.
- Presentation - keep your CV neat and clear. Bullet points should be used to tidy up any lists. Your choice of font can have more impact than you might think. Use 10 point Arial, Verdana or Lucida Sans, with a larger typeface for headings and sub-headings.
- Style - there are various types of CV you can employ – but whichever you choose keep it neat and reasonably concise. You can download our example CV here for guidance.

OTHER TIPS:

- Tailor your CV for the criteria of the job you are applying for...but don't lie!
- Keep it concise – no more than 2 sides of A4 in total.
- Explain any gaps in your work history.
- Be positive, honest, and to the point.