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CV Writing tips

Your CV is paramount when searching for a new role and its important you get it right in order to be selected for interview. Time after time experienced candidates get rejected due to having a weak CV. Your CV should highlight your key skills and experience and show employers know why you are right for the job!

This guide will support you in writing a good CV with the right content and layout.

What is a CV?

Your CV (curriculum vitae) is a personal document used to promote you to potential employers. It should tell them about you, your experience, skills, abilities, qualifications and achievements. Ultimately, it should highlight why you're the best person for the job.

Most employers ask for a cv when applying for a job. They may also require a covering letter.

Key Sections to include in your cv:

1 – Name, address and contact details

If you have any professional titles make sure you include them. See below example.

First name/Surname CIPD

Town, County

Phone number / email address

You may also want to include a link to your LinkedIn profile as the client may view this – make sure it is up to date if you and where possible gain referrals from ex colleagues and managers as it all helps.

2 – Profile

This is one of the most important aspects of your cv and should be a short paragraph just below your contact information. This is your opportunity to give potential employers an overview of you, your experience , what you can offer them and your career objective. It is a good idea to change this for each application, so it is relevant to the role you are applying for.

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3 – Work Experience

This section enables you to list your previous employers, dates, job title and responsibilities. List your experiences in most recent first as this is most important to potential employers.

A good cv should be 2-3 pages so make sure you highlight the key areas of responsibilities and not to overload the client with information. You may want to tailor your cv for each application to ensure you capture your most relevant experience for the job you are applying for – See below example of how to lay out your employment history.

Dates:

Company name/location:

Position held:

- Responsibilities
- Responsibilities
- Responsibilities
- Responsibilities

4 – Education/Qualifications

Similar to your work experience you should list your most recent qualification first. If you have recently left education, you may write your degree, A-levels or GCSEs (or equivalents) See below example.

School/college/university name – Dates from - to
Qualification/subject – Grade

You may also want to include any recognised courses/ certificates you have gained throughout your career here also – some of these may be relevant to the position you are applying for. for example – health & safety, management training etc

5 – Additional

There are a range of additional sections you may want to include in your cv – Just be careful not to make it too lengthy

Other sections may include:

Key skills – list your key skills to help you stand out – a maximum of 5 would suffice

Hobbies/Interests – You may want to include any charity events you take part in

References – If you have enough room, list your referees name, position held, relationship and contact number.

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