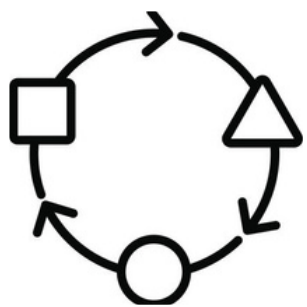
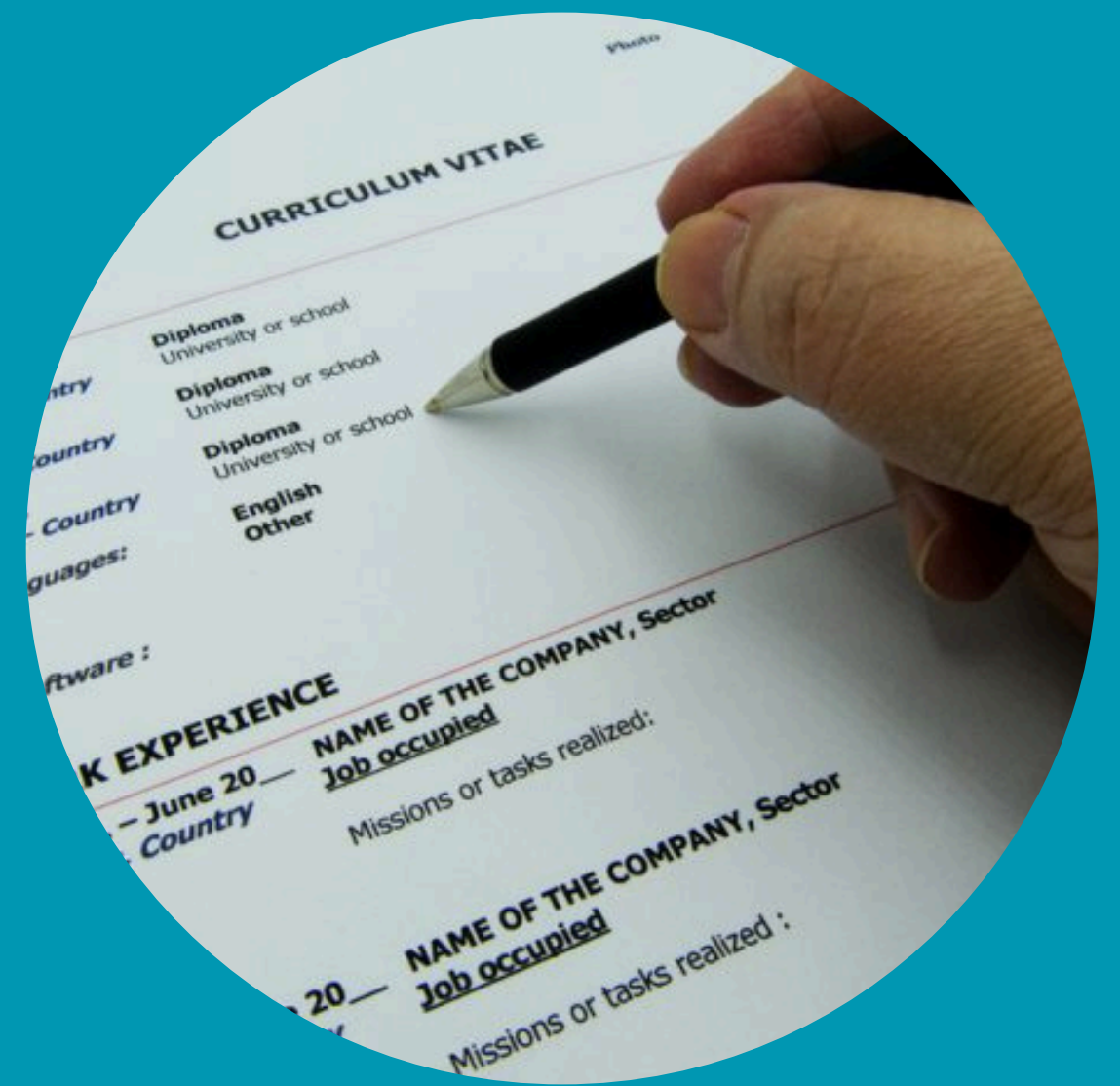


GET THAT INTERVIEW!

8 TIPS FOR WRITING A GREAT CV



1

TAILOR YOUR CV

Where possible, tailor your CV to the job and company you are applying to. Use the job description and the company's website to make your personal statement specific to the role and the employer. Find phrases that describe the ideal candidate and the specific skills that are wanted.



2

KEEP IT ERROR FREE

Use a spell checker to check for errors, and double-check your use of grammar. For example, make sure you have used the correct punctuation and the correct 'your/you're', 'their/there' etc. It is a good idea to get someone else to read your CV to check for things you might have missed.



3

KEEP IT PROFESSIONAL

- Choose a professional and clear font, such as Arial or Times New Roman;
- Use a font size between 10 and 12 to make sure that potential employers can read your CV;
- Make sure that all fonts and font sizes are consistent throughout your CV.



4

KEEP IT CONCISE

A standard CV should be no longer than two sides of A4. Employers prefer bullet points to lengthy paragraphs. Depending on your experience, your CV may only take up one page – that's okay 😊



5

TELL THE TRUTH

Don't be tempted to lie or exaggerate on your CV! Always tell the truth about your skills and experience - you will be asked about them in more detail at interview.



6

USE POWER WORDS

Use active verbs such as 'created', 'devised', 'planned', 'organised' to demonstrate how you can use your initiative. Action and power words help your CV to stand out, and grab the employer's attention.



7

USE REAL-LIFE EXAMPLES

When describing your skills and qualities, it is best to provide real-life examples that demonstrate them. The STAR Method is a great way to think about relevant examples. Try to avoid generic phrases like team player.



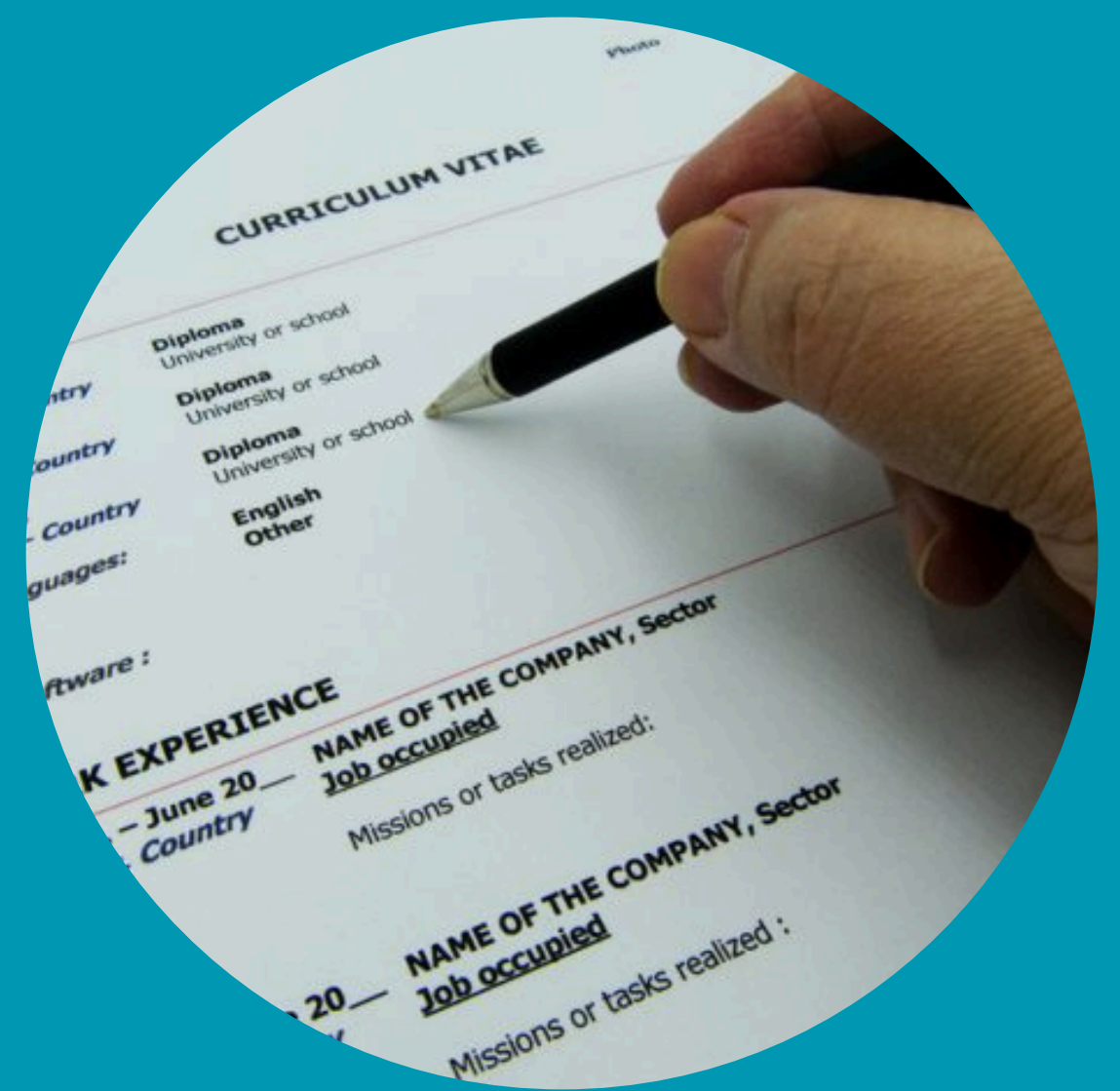
8

PRINTING YOUR CV

If you are posting or hand delivering your CV, print it on white A4 paper and only print on one side. Use an A4 envelope to avoid folding your CV so it doesn't arrive creased.

CURRICULUM VITAE

WHAT SHOULD I INCLUDE IN MY CV?



1

CONTACT DETAILS

Your full name, mobile number and email address.

Make sure your email address is professional. If you are posting your CV online, don't include your full postal address



2

PERSONAL STATEMENT

A short paragraph, setting out:

- Why you are suitable for, or interested in the role;
- A sentence or two about any relevant work/volunteering experience;
- Any relevant skills, attributes or significant achievements;
- Any relevant academic qualifications.



3

EDUCATION

- Education and qualifications including type and grades;
- List and date all your educational qualifications in chronological order (with the most recent first);
- If you have not yet taken your exams, you can include predicted grades.



4

WORK EXPERIENCE

Details of any paid or unpaid employment or volunteering experiences with a short summary of tasks completed and skills gained.

*List the most recent experience first.



5

SKILLS AND ACHIEVEMENTS

Include any skills or achievements you feel are relevant.

It is important to explain how these particular skills and achievements would help you in the job you're applying for, for example, IT packages you can use, any languages you speak etc.



6

HOBBIES & INTERESTS

This section is particularly useful if you don't have much work experience

- Although things like socialising, reading or playing computer games may genuinely interest you, they aren't necessarily relevant to the job you are applying for.
- Relevant interests, however, can give the employer an idea of who you are, as well as giving you something to talk about at interview.
- E.g. writing a blog, a relevant Instagram business or creator page, a sporting/ music/creative commitment, or volunteering.



8

COVER LETTERS

It is good practice to include a **cover letter** with your CV.

For more information and tips on cover letters, [click here](#)