

A GUIDE TO WRITING A CV

A CV is your first chance to promote yourself. A good CV might get you a job interview. Employers get lots of CVs to look at and must decide quickly who they're going to interview.

When you write your CV, remember to:

- use a clear font like arial, times new roman or calibri in size 11 or bigger
- always use the same style throughout
- use headings and bullet points to make it easier to read
- be clear and to the point
- get someone else to read it to double check your spelling and grammar

INFORMATION YOU NEED FOR YOUR CV

Start with the job advert for the role you're applying for so you can look at the job description, essential criteria, and the company details.

If the job you're applying for does not have a job description, you can look at our job profiles to see what skills you'll need and the typical things you'll do in that job.

You should write your CV to match the job and company you're applying for to improve your chances of getting an interview.

SECTIONS FOR YOUR CV

Your CV should include a section for your contact details, an introduction, your education history, your work history, and references.

Contact details

You need to let employers know how to contact you if they want to offer you an interview.

You should include your name, phone number, email address and a link to your work network profile, if you have one, such as LinkedIn.

You should not include your age, your date of birth, whether you're married or your nationality.

Introduction

This is a few short lines that sum up who you are and what you hope to do. It should go just under your name and contact details.

Make your introduction sound like you're the right person for the job.

Education history

You can add this after the introduction if you're early in your career or do not have much work experience.

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If you have a lot of work experience, you might want to change the order and show off your work history and experience first.

Whatever order you choose, you'll need to include the:

- Names of your qualifications
- Name of the school, college or university where you studied
- Dates you attended

Work history

You should include details of any work placements, volunteering, and paid jobs you've had. List the most recent experience first.

You should include:

- the employer name
- the job title
- the dates you worked there
- what you did, usually 2 to 3 lines using the STAR method
- gaps in your work history

You can use the STAR method to plan your answers to interview questions and to show your skills and experience on a CV. The STAR Method:

Situation - the situation you had to deal with.

Task - the task you were given to do.

Action - the action you took.

Result - what happened as a result of your action and what you learned from the experience.

Short work history

If you're applying for your first job, you can focus on skills you've learned through projects, work experience or volunteering.

You can also include your interests and hobbies that show some of the skills you have. For example, if you're a captain of a sports team, this demonstrates leadership and organisation skills.

References

You might want to include a section about references if there is someone who has agreed to give you one. This could be your current or previous employer, a teacher or someone respected in your community. However, you should not put someone else's contact details on your CV. Instead, you can say that 'references are available on request'.