

Preparing Your CV

We regard your CV as your personal sales brochure and your passport to a new career. It is therefore essential that your CV is clear, concise, contains up-to-date relevant information and most importantly, is an honest and accurate reflection of your educational and work attainments to-date.

CV Layout and Content

There are no hard and fast rules here but it should be well spaced and contain the following details:

- **Name, address, telephone numbers, e-mail address.**
- **Employment History** : Details of Employment History should be provided, listing the most recent role first, with company name, dates and job title. Talk about your duties/responsibilities, number of people supervised, equipment used etc. and include your achievements in addition to your responsibilities. Huge paragraphs of text will generally not get read, so keep them concise and relevant or bulleted.
- **Education** : Listing most recent first, detail name of establishment and dates followed by subjects, qualifications and grades achieved. Secondary and further education only. It is usually sufficient to summarise GCSEs i.e. 8 GCSEs Grades A-C, including Maths & English.
- **(Optional) Training Courses Attended** : Give one line of course title and dates attended together with any qualification gained e.g. CNE, MCSE, CLP.
- **Skills** : Best in list format, relevant to your current skills and in the order of strongest skill first. If they will not fit onto the front page and you feel skills are your best selling point, you may want to swap their place with Education.
- **Personal** : Nationality, Transport and Availability.
- **Interests and Activities** : This is optional and dependent on available space. Again it should be restricted to just 2 to 3 lines.
- **Referees** : Names, addresses and contact details of two suitable referees, recent employers or academic/character if you have only recently left education.

Do's and Don'ts

Do make it clear and easy to read.

Do pay attention to presentation. It must be a well produced business like document. Use either 11 or 12 point type size.

Do make sure that your CV highlights the skills relevant to the jobs you are applying for.

Do make it waffle free and relevant. Omit any non-essential information such as the occupation of your partner, the names of your children, your passport or NI number, etc.

Do include the month and year for each major entry under education and career history.

Do try to keep it to between two and four pages.

Do explain any gaps in education and experience.

Do not use patterned or coloured paper.

Do not add your photograph - employers will be making a decision based on the quality of your CV, not your appearance.

Do not use fancy graphic images, type styles or symbols.

An Example CV Template is available to download.