

CURRICULUM VITAE WRITING ESSENTIALS



It is always worth remembering that a job advertisement will get lots of responses, so the person hiring will not have a lot of time to spend reading each CV, and therefore you should make your CV as easy to read as possible and always be straight to the point.

There is no right or wrong way to write a CV, but these are some pointers that most companies agree on.

THE FONT AND FORMAT

- ✓ Use a basic font, such as Arial, Calibri or Times New Roman
- ✓ Make sure your text is black and between size 10 and 12
- ✓ Don't print your CV on coloured paper
- ✓ Use the same font and format throughout the CV
- ✓ Make sure the layout is clear and easy to read; otherwise, your CV might not even get read.

INCLUDE A PERSONAL STATEMENT OR PROFILE

Use a short personal statement or profile to explain why you are THE person for the job. Only put personal interests if you can relate them to the role. Don't put down anything that might make you sound unreliable or lazy, such as socialising with friends or sleeping! Take the time to tailor your statement and change it for each job role that you apply for. Research the company, use the job advert and person specification to work out EXACTLY what skills you should point out to them. They will notice the extra effort. This should be the only part of your CV, not bullet-pointed.

YOUR NAME AND CONTACT DETAILS

- ✓ Your name should be larger than the other text so it stands out
- ✓ Always include your location, telephone number and email address
- ✓ Make sure your email address is appropriate, such as 'yourname@hotmail.co.uk'
- ✓ If you don't have an appropriate one, consider opening another email account.

DATE OF BIRTH

You may include your birth date if you wish. However, it is no longer necessary since the 2006 Employment Equality (Age) Regulations Act made age discrimination illegal in the recruitment process. If you're having issues getting interviews, try removing it from your CV to see if it has a positive impact.

NATIONALITY & GENDER

You should not put your nationality on your CV. The Race Relations Act 1976 prohibits discrimination on the grounds of race, colour, or nationality (including citizenship, ethnicity or national origin).

WORK EXPERIENCE

- ✓ Start with your most recent first
- ✓ Include Employer name, job role and dates
- ✓ When listing responsibilities, ensure you include vital skills learnt and behaviours developed.

EDUCATION EXPERIENCE

- ✓ Start with your most recent first
- ✓ List school/college/university AND professional institutes
- ✓ If you are applying for a job in the same sector in which you have educational or professional qualification, it is a good idea to specify which modules your course covered
- ✓ Talk about how experiences on that course have helped you prepare for the job for which you are applying
- ✓ When listing your education grades, always put your highest grade at the top of the list. If you have a bad grade, you can leave it off your CV only if it is NOT in English, maths or a relevant subject to the role
- ✓ When listing responsibilities, ensure you include key skills learnt and behaviours developed
- ✓ It is also important to name your document appropriately. Just saving it as 'CV' won't help employers find your CV quickly so ensure to save it 'Your Name CV'.

DON'T LEAVE GAPS

If you have a gap in your employment history, it will get noticed. But don't panic. Put a positive spin on it. Did you do any unpaid work, complete a course or develop soft skills in communications or teamwork? Find something and shout about it! Loudly!

KEEP IT CURRENT

Keep your CV up to date even if you are not looking for a new job. Make sure you update every significant career event soon after it happens. Don't let it slip because it's harder to remember the details later.

THE ERROR OF YOUR WAYS

Even small mistakes look very bad, and employers will use them to dismiss your application. Get someone else to read it through and use spell-check to check for grammar and syntax errors. Don't ruin a chance at a dream job due to an avoidable error.

CURRICULUM VITAE WRITING ESSENTIALS



BE HONEST

Lies on your CV will get found out!

THE MATHS

It isn't exciting but backing up your achievements with numbers will be very well received. If you were responsible for an increase in sales, then quantify it! '70 % increase in sales' sounds so much better than 'increased sales', and state how you made those improvements.

LOOKING GOOD

Image is everything! Right? A CV should be no more than 2 pages of A4 paper long. Use bullet points and keep sentences short. Use the graphic design trick of leaving plenty of white space around text and between categories to make the layout easy on the eye. Obviously, it is a CV, so no need to put CV or Resume as a title! A great looking CV will also show off your IT skills.

MAKE IT KEYWORD FRIENDLY

Keywords are very important. Buzzwords can make your CV stand out. Try typing the job title into Google and see what words are commonly mentioned. Jobsites like Reed, Totaljobs or Indeed use keywords to match your skills to employers.