

Team Support

Candidate Guide Writing your CV

Guidelines - *What to think about before you start*

- Think about your **key achievements**: what they are, how you achieved them and when.
- If you are responding to a job advert, focus on the key skills, experience and personal attributes listed and relate them to your own. Try to use the same key words and phrases that have been used in the **job description**.
- Try not to include too much information: a recruiter sifting through CVs will not have the time to read every word, so **be concise**.
- Keep it to a maximum of three pages, although two pages are generally sufficient.
- Make sure that the content is **relevant** to the job you are actually applying for, not your last one.
- **Avoid empty adjectives**: anyone can say they are creative, focused or enthusiastic. You have to be able to demonstrate your qualities through your achievements, so focus on your job-specific strengths.
- Your CV should be **well structured** and clear. This will make it easier for a recruiter to review and help to ensure they don't overlook any relevant information.
- Watch out for spelling and grammar errors! Always use **spell check** and if possible get someone else to read over it for you.

Basic Structure - *a rough guide*

• Page One

- Start with a brief overview of your skills, experience, and achievements. This is where any fundamental information relating to the job should be presented, don't make the reader search for it.
- Give a summary of your educational and professional qualifications.
- Don't forget to include your name and up to date contact details.
- If you are seeking temporary work you should also include your availability and the locations you are willing to work.

Subsequent Pages

- Detail your employment history, starting with your current or most recent job.
- For each position try to list your achievements and responsibilities, using bullet points not lengthy paragraphs.
- If you have only worked for one company, break the job down into the different positions you have held or projects you have dealt with.
- And finally, give two referees, including their professional title and contact details. Where possible these should be work related, but academic and character referees are also acceptable.

Helpful Hints

- Take a break from drafting your CV: a fresh pair of eyes are much better for proof reading and editing.
- Look at examples of other CVs. There are lots of examples available online.

Key
achievements

Read job
description
& use
Keywords

Be concise

Keep it
relevant

Focus on
job-specific
strengths

Well
structured

Check
spelling

checklist