

## CV Writing Tips

Your CV is your chance to make a good first impression. The more effort you put into creating your CV, the more likely you are to get an interview.

The Golden Rules for CV writing:

- Be honest – don't exaggerate
- Be accurate – check your information
- Be brief – keep it to one page
- Be relevant – to the job advertised
- Be authentic – be yourself

Your CV must include:

**Contact details:** Full name, mobile, email, address

### Personal statement

- What are your key skills?
  - Problem solving, critical thinking, communications, leadership, teamwork, project management etc.
  - Provide examples
- What are you looking for?
  - Why is this role interesting to you?
- What can you offer?
  - Relate to the job advertised

### Work Experience

- List in order of recency
  - Include paid and voluntary
- Job title and company name
- 2/3 Key responsibilities
- Key achievements?
  - highest customer satisfaction score? Exceeded daily targets?

### Education

- List in order of recency
- Date, qualification, grade, Institution
- Other knowledge-based skills
  - Languages, IT, coding skills etc.

### Achievements

- Duke of Edinburgh's Awards
- Music, theatre, dancing grades
- Sports grades/achievements

## **Hobbies**

Provides an insight into who you are – try to relate to the job advertised:

- Team sports – you work well with others
- Creative hobbies – you have a creative mind
- Strategic type games – you are analytical
- Creative writing – you are an imaginative communicator
- Cooking – you are a project manager
- Gaming – you are technically skilled

Remember design and layout , as your CV needs to look appealing to employers.

Good luck!