



How to Write A Winning CV

Why Having a Good CV Is So Important

A CV is sometimes underestimated for the value it represents, it is the first thing a potential employer sees of you and needs to convey all your key attributes and skill set to ensure you secure that all important interview.

The CV is sometimes an arduous task to complete, however, if it is well scripted and specific to the position you are applying for it can make the difference between success and failure in your job hunt.

Information to Include In Your CV

- **Training, Education and qualifications:** Work in chronological order with the most recent qualification first, remember to include dates, names of institutions and grades attained.
- **Work experience:** The most widely accepted style of employment record is the chronological CV. Career history is presented in reverse date order starting with most recent. Achievements and responsibilities are listed against each role. We would advise that you place more emphasis on your 2/3 most recent roles as these are the ones that will be most relevant for the types of positions you will be applying for.
- **Additional skills:** Include computer skills i.e. computer packages worked on and level of competency e.g. advanced/intermediate/beginner. Language skills can also be included here but we advise they should only be added if you are at least conversational.
- **Further information:** Should you be short on work experience we recommend you include any awards or hobbies which may suggest you have the potential to develop into a specific career. These could include Duke of Edinburgh awards, Young Enterprise competitions, voluntary work and any sporting achievements
- **Referees:.** These can simply be 'Available on request'.

General Advice

- Your CV should be laser-printed in black ink using a plain typeface, on good quality A4 white paper. Do not over personalise your CV with graphics or photographs as sometimes it draws the employer's attention away from your CV.

- A good CV should ideally cover no more than two pages and never more than three. Aim to ensure the content is clear, structured, concise and relevant. We advise using bullet points rather than full sentences to ensure maximum visual impact.
- We recommend that for each position you apply for you tailor your CV accordingly to reflect the skills and experience the employer is looking for.
- The completed CV needs to be checked carefully for grammatical errors and spelling mistakes.
- A good covering letter should always accompany your CV outlining your relevance for the position you are applying for.

