

Preparing a C.V. (Curriculum Vitae)

What is a C.V.?

A CV is your own personal marketing tool. It is used as the initial introduction by you, to a prospective employer or to a recruitment consultancy whom you would like to represent you. It is a document used as a guide by the interviewer.

How long should a C.V. be?

Ideally no longer than two pages.

A CV should essentially be a summary of you personally, your career and your key achievements. Areas that require further detail can be elaborated on during the interview, if necessary.

How should I lay out my C.V.?

Section one: Personal Details

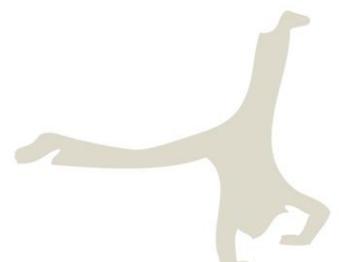
- List your name, home address and contact details (home, mobile & email)
- List your work telephone number if it is appropriate to be contacted at work and the same goes for your work email address
- If you are moving or changing countries, give both your temporary and permanent contact details
- If you are open to location, make reference to this against your address.
- List personal details: Marital Status, Driving License, Nationality and DOB (optional)

Section Two: Personal Profile

- Give your CV some personality by writing a short (not more than 3-5 lines) overview
- This should include words that best describe you and should highlight your personality, key skills and aspirations

Section Three: Career Experience/History

- Start with your current or most recent position first
- Ensure you highlight the month and year, showing 'from and to present' dates. Make sure the dates are in chronological order and summarise any career gaps (i.e. maternity leave, travel etc.)
- Write a short summary of the company, as it may be un-known to the recipient of your CV.
It is also useful at times to add the company website URL.
- Your key responsibilities and achievements should be in bullet point format, as this makes the CV easier to read. Paragraph format or anything too wordy makes it difficult to digest the relevant information
- List achievements that are measurable (i.e. increased turnover / profit from £X to £Y, reduced staff turnover from X% to Y%). Give tangible figures wherever possible
- When listing key achievements, use words that demonstrate ownership



- Ideally only highlight around five bullet points per position and only for the most recent three jobs. You only need to summarise your responsibilities and achievements for jobs later than this
- If you have had more than one position within a single company, list each position in order but do not repeat the same responsibilities and/or achievements under each role

Sector Four: Education, Qualifications and Training.

- Start with the most recent, industry related qualifications
- Training courses should be listed separately and include all company and statutory training courses
- List your Education; School/College/University and summarise the qualification gained (you do not need to list every school O'level or GCSE with it's grade)

Section Five: Hobbies and Interests.

- By highlighting these on your CV it allows the reader to get to know a bit about you outside of work
- Be sure to list any charity or voluntary work also

Other important factors

- Avoid using text boxes and formatting. Keep the layout simple, easy to read and use the full extent of the page, avoid indenting too much as it will take your CV on to too many pages
- Don't exaggerate the facts, remember you may well be questioned on ALL of the content of your CV
- Use a professional font and not one that is too fancy or gimmicky
- ALWAYS proof read your CV fully for typos or errors and amend where necessary
- If you are needing to send a hard copy, use good quality plain white paper

