


Career Kickstart

# Writing A Good CV

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# Show what you're made of



**Your CV is your first chance to show what you're made of. Because if it doesn't stand out and impress an employer, you'll not get the chance to impress. We're here to help you make your first impression count.**

## **First things first**

A covering letter is the perfect opportunity to set you apart right from the start. In it, you can introduce yourself, show your personality and tell the employer why it is you want to work for them.

## **Content**

Keep your CV short and sweet, and tailor it for the role and industry you're applying to. So if you are applying for a receptionist job for example, emphasise your great communication skills and ability to handle difficult customers.

## **Presentation**

There's no standard format or structure for a CV. But it should talk about everything a potential employer would like to know in no more than two A4 pages. Whatever style you choose, it's important to keep things clean, clear and simple.

You don't have to limit yourself to Microsoft Word documents. If you want to work in a creative industry as a designer, artist or writer for example, there are plenty of unique ways of showing off your talents. Though these types of CV are better suited to creative jobs. For everything else, it's best to stick to a more traditional format.

Accuracy is super important. Don't let spelling mistakes or errors in formatting spoil your chances. Double check, check again, then get someone else to read it to make sure it's spot on.

## **Suggested Layout**

### **NAME**

Address, Telephone number, email address

### **Personal Statement**

A bit about you, your particular skills and career interests. This is basically a quick sales pitch which needs to be relevant to the job you're applying for.

### **Education**

Using this order: what the qualification is e.g. English GCSE, where e.g. Town High School, when e.g. June 2013 and your grades

### **Employment history**

Using this order: Job title, employer, when from and to. Explain your duties and responsibilities – bullet points are fine as long as they are explained as a sentence rather than a list of one or two words. Show how you have used the skills they are looking for within previous experience. If you don't have any employment experience yet, think about the voluntary work you may have or any roles you have played within a society or club.

### **Specialist Skills (if applicable)**

Put these in order of relevance to the job, for example if asks for particular IT skills – mention the important ones first.

### **Interests**

Reference how your interests using your employability skills and don't forget to mention any achievements.

### **References**

You just need to put 'available upon request'. You can provide the names and contact details of the two people who the new employer can contact for a reference at the later stages.

### **For more help with writing the perfect CV, visit the following**

<https://targetjobs.co.uk/careers-advice/applications-and-cvs>

<http://career-advice.monster.co.uk/cvs-applications/cv-advice/top-5-cv-tips/article.aspx>