

Tips on how to write a Curriculum Vitae

There are some basic principles that will make your Curriculum Vitae a successful tool in your quest of finding the perfect job.

Remember, your CV is an advert promoting you to the prospective employer.

Basic Principles

- Make sure the content is powerful and the presentation excellent.
- Be brief – try and keep to two pages of A4 paper, typing on one side of the paper only.
- Write in plain English and avoid too much jargon.
- Organise your CV logically in chronological order, starting with your most recent experiences
- Be specific and, if possible, quantify your statements. E.g. “I have 4 years experience of ...” is far more powerful than “I have a wide experience of ...”
- Emphasise what you, as an individual, have achieved
- Avoid spelling mistakes and ensure you proof read your CV.
- Add a header and a footer to your CV in case the pages get separated.
- And above all, be truthful, honest and positive.

There is however, no right or wrong way of writing and designing a CV, providing it contains all the details a prospective employer needs to make the decision to interview you.

CV Checklist

The details below should be included on your CV. The layout and length of your CV will depend on your experience and where you are in your career.

NAME:	Your first name and surname (middle names optional)
ADDRESS:	Full address including postcode.
TELEPHONE:	Home number (work might not be possible!) Mobile number
EMAIL ADDRESS:	Your private email address
DATE OF BIRTH:	Date/Month/Year (dd/mm/yyyy format)
MARITAL STATUS:	Some people prefer to exclude this.
NATIONALITY:	British, Australian
VISA:	Only if you need a VISA to work in the UK.

- DRIVING LICENCE:** Full/Provisional – and clean, if you have no points
- CAREER OVERVIEW:** List employment dates, job title and employer in chronological order, e.g.:
- Sept 03 – Nov 06 Services Manager, ABC Ltd
Jan 00 – Aug 03 Services Assistant, XYZ Ltd
- EDUCATIONAL QUALIFICATIONS:** These should be above career overview if you have a first class honours degree, PhD or MBA. You might want to leave your qualifications to the end if your business achievements outweigh your academic ones. Again, list your qualifications in chronological order, and start with the most recent first and work backwards. E.g.:
- Start year – End Year, Name of University
Degree attained.
- Start year – End Year, Name of School
Number of ‘O’ Levels
Number of ‘A’ Levels (A level and Pass Level)
- PROFESSIONAL QUALIFICATIONS:** List any professional qualifications you might have and professional associations you might be a member of.
- CAREER HISTORY :** Jan 02 – Jun 06, Job title, Company Name
- Brief description of the company.
- Position held:
- Reporting level of the position and a brief description of your role and responsibilities.
- Specific tasks
 - Where your role influenced business decisions
 - Examples which showed your personal initiative
 - Tasks which involved team management, motivation etc.
 - Successful projects you directed and initiatives you implemented
- LANGUAGES:** Conversational French, basic Spanish
- IT SKILLS:** MS-Office Applications

LEISURE ACTIVITIES : List hobbies you have or any voluntary work you might be doing outside working hours. E.g. Volley ball, hill walking and reading contemporary literature

REFERENCES: Include names, addresses and contact numbers for your references **only** if they have agreed to being contacted, and you are comfortable with doing so prior to being offered a second interview, or the actual job. Otherwise state 'Will be provided upon request'

CV Layout and Design

Even if you can produce a decent covering letter, it might be worth getting some assistance for the layout and design of your CV. Some software packages now have CV templates, but make sure you are comfortable with the style before you apply it. A point to consider, you might not want your CV to look the same as other applicants who might be using the same software!

Wording of CV

Try using positive words in your CV without sounding arrogant. Always use 'active words' rather than 'passive words'. Active words make clear what you have been doing. Use active descriptions of what you did, not things that were done. Some examples are listed below.

Active Words/Statement

Responsible for
Provided support
Reduced and controlled costs
Achieved savings
Trained and managed team of

Passive Words/Statement

Involved in
Supported
Cost control
Savings achieved
Manager of team

Good luck with your CV writing.