



Guide to creating your CV

Competition for roles are always very high and employers see hundreds of CVs on a day-to-day basis. Therefore, it's really important that your CV grabs their attention straight away.

First impressions count, so it's worth investing time and effort on its content and presentation, whilst also ensuring that it contains all the right information. This guide will provide you with some useful hints and tips on how to create a great CV that will stand out from the crowd.

What should your CV include?

A CV (curriculum vitae) is a document that summaries your education, skills and experience. It should contain the following information:

- **Your personal details** e.g. name, home address, contact phone number, email
- **A personal statement** - this is a concise statement outlining who you are, what you have achieved to date, your career aspirations and why the role you are applying for is of interest
- **Education and qualifications** - put in chronological order i.e. most recent at the top
- **Work experience** - again in chronological order
- **Relevant key skills** - e.g. what IT packages you can use? can you speak a foreign language?
- **Achievements to date** - make sure your CV shouts about your biggest achievements and expertise. This is an opportunity to really sell yourself
- **Hobbies and Interests** - don't generalise e.g. socialising with my friends. hone into specifics i.e. were you part of a group or club at school/college e.g. sports, computer, drama?









How long should your CV be?

There are no rules to the length of a CV but as a guide most are no longer than 2 sides of A4. Remember, employers want to access your key information quickly so always remember to be clear and concise with the information you provide.



What key skills do you have?

A key part of creating your CV is outlining the key skills you have developed during your time at school, college or university. Employers will have particular interest in this section to see if you have any transferable skills or experience that you can bring to the role. Below are some examples of key skills and their meaning:

-  **Listening** – ability to listen and understand information
-  **Presentation** – the oral transmission of information or ideas
-  **Problem Solving** – the ability to find a solution to a complex situation or challenge
-  **Creativity** – the use of imagination/generation of new ideas
-  **Staying positive** – the ability to use tactics to overcome setbacks and achieve goals
-  **Aiming high** – ability to set clear, tangible goals and devise a robust route to achieving them
-  **Leadership** - Supporting, encouraging and developing others to achieve a shared goal
-  **Teamwork** – working co-operatively with others towards a shared goal

Examples of key skills:

- Have you been part of a sports team? This can show how you are a team player and a great listener. If you were a captain add in leadership skills too.
- Is there a project, assignment or coursework that was particularly challenging or that you were proud of? This may demonstrate your creativity, problem solving, presentation skills and more.
- Organised an event? This can show how you used your creativity, problem solving, aiming high, team work skills to name a few
- Have you won any awards or achievements? Then don't forget to shout about it

Visit <https://www.skillsbuilder.org/> for more information on these skills.

Remember, throughout your career you will always be building on the skills you already have but the exciting part will be learning new ones along the way!



Top Tips

Below are some key things to remember when creating your CV:

Make your CV reflect the role you are applying for – each role you apply for will be different, so tailor your CV to fit the job vacancy by emphasising the skills and experiences that demonstrate your suitability.

Layout – select a CV template that is easy to read, simple and well presented. Make use of bullet points, bold etc., There are plenty of template resources online to choose from. Don't try and make the layout too complicated as this might make it difficult to print or view on different software and use a professional font.

What you shouldn't include – you do not need to include your date of birth, sex, ethnicity (or any other personal details of this nature), reference details (as these can be given at a later date) or a photo.

Make it clear – as mentioned employers receive hundreds of CVs, so make yours clear and easy to follow. For each job role, include your job title, the company and dates of employment. For education purposes don't forget to put dates of study, which school or college this was at and the qualifications achieved. Don't forget to put these in chronological order i.e. put the most recent first.

Use evidence to back up your claims – where possible use specific examples, projects or statistics to back up your skills and experience.

Demonstrate you are a rounded individual – it is good to include details of volunteering, hobbies and achievements outside of work and education as this will show your individuality and personality.

Be truthful - Do not lie or embellish your CV. Employers will ask for more details and do checks prior to employment

Check and check again – Make sure you check your spelling and grammar before submitting your CV, or ask someone to check it for you.

Keep it up to date - As you have put all this time and effort into creating your CV it is really important that you don't forget to keep this up to date. There will be lots more skills you develop and experiences you will have as you move through your career.... So don't forget to include them.