

THE BASICS OF WRITING A CV



Name and Contact Details

Address, email, telephone no.

Personal Profile

4-5 lines summarising yourself: personality, abilities, character and strengths - stand out information which relates to the type of jobs you are applying to.

Core Skills

Bullet point skills mentioning briefly why you think you have these skills.

Education and Qualifications

List with most recent college/school first, course and units/qualifications, dates and grades.

Employment/Work Experience

Most recent first - name of organisation, dates, role and responsibilities. Remember to mention any voluntary work.

Interests/Additional Information

Any interests which have developed your skills, projects you have done at school/college or at home. Achievements such as D of E Award, driving licence, etc.

Length

1-2 pages - busy recruiters will just glance at the CV, it needs to grab their attention immediately.

Format

Use a simple, clear layout and font to make it easy for employers to find the information they need.

What are employers looking for in a CV?

Employers will be looking at your skills and experience/qualifications to see how suitable you may be to do the job and fit into their organisation.



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