

Curriculum Vitae (CV) Writing

This guide gives you a summary of hints and tips to consider when writing a CV for use when applying for new roles. Tailor your CV to each role being applied for, this might mean you have a variety of different CV templates to reflect different experiences/capabilities. Look at the job description, person specification and align CV content to this.

Topic	Include	Avoid
Personal details	<ul style="list-style-type: none"> Your name Your phone number Your email address Your LinkedIn profile (if you have one) 	<ul style="list-style-type: none"> Age Date of birth Marital status Nationality Personal references
Personal statement	<ul style="list-style-type: none"> Brief summary of who you are, what you offer, what you're looking for in a new role Tailor statement to job you're applying for Use descriptive language 	<ul style="list-style-type: none"> Too much detail Specific examples Making it longer than one paragraph of 4-5 sentences
Work experience	<ul style="list-style-type: none"> List your work experience in reverse chronological order, starting with most recent position Your job title The company name Dates of employment (start MM/YY – finish MM/YY) Key responsibilities and achievements, maximum of 5-10 bullet points 	<ul style="list-style-type: none"> Making it war and peace, too long Irrelevant experience Missing chunks of time in the work history, be clear what you have been doing if you've not been in a role for specific dates
Education	<ul style="list-style-type: none"> List educational background Names of institutions you have studied with Dates attended Qualifications obtained 	<ul style="list-style-type: none"> Giving breakdown of modules studied during qualification
Skills and achievements	<ul style="list-style-type: none"> Highlight relevant skills/capabilities Highlight achievements Make specific to the role being applied for Use bullet points for clarity 	<ul style="list-style-type: none"> Listing a shopping list of skills and achievements

Topic	Include	Avoid
Hobbies and interests	<ul style="list-style-type: none"> • Include hobbies and interests that are relevant to the role or showcase valuable skills, e.g., teamwork, leadership 	<ul style="list-style-type: none"> • Including hobbies and interests which might create the wrong perception of you
Formatting your CV	<ul style="list-style-type: none"> • Use a clear font like Arial, Times New Roman or Calibri in font size 11 or 12 • Keep style consistent throughout • Use headings and bullet points to make it easy to read • Keep it concise and to the point 	<ul style="list-style-type: none"> • Using different colours in font • Listing long lists • Running beyond 4 pages
Proof-reading your CV	<ul style="list-style-type: none"> • Always double check your spelling and grammar i.e., using Review>Editor functionality in MS Word • Get someone else to read it over to catch any mistakes you might have missed 	<ul style="list-style-type: none"> • Checking one version of your CV and not other versions you might be missing
Tailoring your CV	<ul style="list-style-type: none"> • Customise your CV for each job application • Highlight the skills and experiences that match the job description 	<ul style="list-style-type: none"> • Confusing CVs for multiple roles being applied for at the same time

Suggested resources

Here are some helpful resources you can use when writing your CV.

<https://nationalcareers.service.gov.uk/careers-advice/cv-sections>

<https://www.reed.co.uk/career-advice/how-to-write-a-cv/>

<https://www.careeraddict.com/cv-writing-guide>

<https://novoresume.com/career-blog/how-to-write-a-cv>