

How to Write a CV

Your CV is your passport to a job interview. It's your chance to show an employer you've got the skills and experience they require, and that you are the right person for the job. Whether you're writing your first CV or tweaking your existing one, you will have questions about what to include, how to word your CV and how to lay it out.

The majority of CV's follow a basic format which will look something along the lines of, your name, address and contact details clearly listed at the top of the page, followed by a brief profile of yourself which should include an outline of your skills, experience and immediate career goals.

After this you should put in your career history - in reverse chronological order - with brief descriptions of your responsibilities and achievements. Following this should be education, interests/personal details and finally your references.

You should also include your career progression, education and achievements prominently so they simply jump out from the page and your prospective employer doesn't have to search for them.

Your covering letter should be customised for each job you apply for as this is your chance to tailor your skills to the demands required.

There are no set rules governing the length of your CV, this will be decided on your career history, education and achievements however, If possible try to keep it to two pages, but if this looks too cramped then feel free to spread it out over three sheets.

Everyone has a different theory when it comes to CV design. Don't get too bogged down over this, just make sure the most relevant skills and experience for the job you are applying for are clearly marked.

Another important aspect of CV writing is presentation so make sure your CV is printed on good quality A4 size paper and never attach extra documents, letters or certificates - save these for the interview. Read and re-read your CV, and then ask a friend or family member to read it as well. Make sure there are no spelling errors or coffee stains as these will prove deadly.

It might sound obvious, but be truthful. Never try to doctor dates and jobs to hide periods of unemployment. The most basic of checks will expose any deceit and ruin any chance of you getting the job.

The final point which people do sometimes forget is, to follow all instructions on the job advert. If they want four copies of your CV then you should send four. It is also vital to get your application in on time.

It can be a daunting prospect putting together your CV, but it's a lot easier if you remember three key things; Employers want to know how your experiences match their requirements, it's better to go for quality over quantity, and finally, your CV is designed to get you the interview, not the job.

Good luck!

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