How to write a CV

It's important to give your CV some thought and spend some time on getting it right. A well presented CV which clearly details your skills and experience can make all the difference in getting the job you really want.

Structure
Your CV should be between 2-3 pages in length and include the following sections.

- Personal Details
- Key Skills/Strengths
- Employment History
- Education and Qualifications
- Referees/References on Request

Format
- Make sure your CV is well laid out so that it is immediately easy to read and understand. Leave plenty of white space.
- Use a standard font size, which is easy to read, such as Arial 10.
- Keep it simple.

Content
You should know your CV inside out and be able to discuss every point you put on it.

- Focus on information which is relevant to your own career goals.
- Customise your CV for specific vacancies by focusing on previous experience or skills that are relevant to the role.
- Use concise, unambiguous sentences; avoid exaggerations and a flowery writing style.
- Do not make false claims; honesty is always the best policy.
- Bullet points are useful to highlight relevant skills and experience and help break up continuous text.
- Stress your past accomplishments and the skills you used to get the results you achieved.
- Put your highest level of education first.
- Put your most recent job first and work backward chronologically in time.
- Ensure all dates are accurate and include months as well as years. Don't leave gaps on your CV. Explain any gaps – whether it's for personal time out, travelling or study – include them.
- If you are making a career change, stress what skills are transferable to support your new career objectives.
- Keep to the same tense.

Most importantly, always thoroughly proof-read your CV or ask someone to do it for you.