

## CV Hints and Tips

A CV stands as your own personal 'brochure' when introducing yourself to a prospective employer and highlights your unique selling points so that they can't wait to meet you!

CVs have many common features, but should also be tailored and adjusted for each role applied to. Make sure you have a covering letter to support your CV if delivered in person or a strong covering email if sent online.

### Layout and Format

- Maximum two sides of A4 paper with an informative content.
- Use bullet points and headings.
- No photo or borders.
- One clean font (Times New Roman, Arial or Verdana are recommended: font size 10-12).
- Do not print double sided.
- If in person, present the CV unfolded in an envelope or plastic folder.

### Personal Details

- Name.
- Address (home address and term time address clarifying the dates living there) - they tell the recruiter whether you live in a commutable distance.
- Email – don't use any jokey email addresses.
- Mobile number.
- If your LinkedIn profile or personal website/blog is up to date, you may wish to include a link.

### Personal Statement

A personal statement can encourage an employer to read further and could include:

- Who you are, the grade you attained and the industry you are interested in.
- Use supporting evidence of individual modules and work, voluntary or practical experiences which have given you unique skills and expertise to fit the company and/or opportunity requirements (this could include travelling experiences).
- Address gaps in your CV if you have been unemployed for more than three months and how you have used your time; show this in a positive light and say what you have learnt from this.

### Education and Qualifications

- Begin with your most recent education.
- Include your higher education: University name, degree, achieved/predicted grade, key modules, dissertation topic (if applicable).
- Further education: Sixth Form/College and A-Levels.
- Secondary School and GCSEs.
- There is no need to include your primary education.

## Work Experience

- Begin with your most recent work experience and list them in a reverse, chronological order. Include the company name, location and date of employment.
- Include a brief description of what the role entailed, your main duties and where you made a difference in the position.
- Use facts, figures, KPIs (Key Performance Indicators) to describe your roles and make them achievement based.
- Use action verbs to demonstrate what you have done:
  - Acquired, allocated, arranged, budgeted, balanced, briefed, coached, collected, clarified, delivered, developed, directed, educated, enlisted and exchanged.

For example:

- Office based: *computer packages and programming languages used.*
- Restaurant and catering: *number of tables covered, adapting to seasonal menus, etc.*
- Retail: *sales techniques changing with current marketing campaigns, sale targets met.*
- Factory: *number of orders carried out and what organisation was required.*

## Volunteer Work

- Follow the same advice as above.
- Highlight any volunteer work you have completed, how you contributed and the skills you have gained with key examples.

Remain original and think outside the box with examples:

*“Led and organised a charity event with a team of fifteen people for the University annual fund. There were over a thousand attendees and £4000 was generated to fund different University departments; I enhanced by organisational, team and time management skills.*

## Interests and Personal Achievements

- Show the employer what type of person you are and highlight your relevant skills for the role.
- Use examples to support your interests:
  - Film interest: *Assist at the local independent cinema.*
- Achievements can include awards, scholarships or impressive facts to highlight your successes.

## References

- References may not be asked for initially.
- You can state ‘references available on request’ – you should include an academic reference and your last employer.

\*Below is a CV template, but CVs also come in many other formats which may be more suited to you.

**And most importantly – check for spelling mistakes and grammatical errors!**

Name  
Phone Number  
Email  
LinkedIn Address

**Term Address** (until 00/00/00):

Street

City

Postcode

**Home Address** (from 00/00/00):

Street

City

Postcode

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### Personal Statement/Personal Profile

Discuss the industry you are interested in, outline your unique skills and experiences with supporting examples and your areas of expertise.

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### Education

Year-Year **Higher Education: Degree, University**

- Key modules, grades (achieved/predicted), dissertation/final project (if applicable)

Year-Year **Further Education: College or Sixth Form**

- A-Levels

Year-Year **Secondary Education: Secondary School or Comprehensive**

- GCSEs

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### Work History

Year-Year/Current **Role Title, Employer, Location (Most recent and relevant)**

- Outline key roles and examples.

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### Volunteer Work

Year-Year/Current **Role Title, Employer, Location (Most recent and relevant)**

- Outline key roles and examples.

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### Interests and Achievements

- Outline key achievements and interests with examples.

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**References available on request**