

## How to write a CV

Your CV is the first thing a potential employer will see. It should be informative, well structured and present you in the best possible way.

The following guidelines will help you in preparing, designing and structuring an effective CV.

- **You full name should be at the top of the CV**
- **Personal details – Address, landline phone number, mobile number, e-mail address**
- **Date of Birth**
- **Nationality (including work permit details or visa dates, if applicable)**
- **Education & Qualifications** – Keep this as concise as possible. Full addresses of schools etc and tutor names are not required. List higher education and degree qualification first. Include names of schools, institutions etc and dates and grades received. Include any professional training completed, including place of training, qualifications and dates. Any in-house or work based training should be listed.
- **Employment history** – Put you most current job first. Include dates, company name and job title. Give more detail for your current jobs. Employers are most interested in what you have done over the past 4-5 years. Give a description of your main responsibilities, achievements, specific equipment used and any other information that you feel a future employer needs to know. Keep your work history concise and use paragraphs no longer than 6 lines ore use bullet points to make it look clearer.
- **Hobbies & Interests** – This will give any future employer and idea of what type of person you are, i.e. “Keen sportsman” usually indicates you are and active person and a team player, where “stamp collector” gives a totally different image. Tell the truth, as most clients will talk about your out of work activities at interview stage.
- **References** – List contact names along with phone numbers and addresses, to cover your work history over the past five ears at least. Professional references ideally, but personal ones if you’ve had any gaps in employment. College leavers, more junior members of staff or candidates with less than five years work experience should provide at least two personal referees. If you do not wish to list your referees, do still refer to them i.e. “references available on request”.

## To Re-Cap

- **Keep your CV to 2 pages of A4 or less**
- **Make the layout clear and professional**
- **Use bold, italics or underlined to make important details stand out**
- **Don't use a font smaller than number 10**
- **Use small paragraphs or bullet points**
- **Start your employment history with your most recent position and work backwards**
- **Make sure all dates are accurate**
- **Leave no gaps in your employment history. If you've been out of work or travelling, include these and the dates. Any unexplained gaps in employment history will cause questions for future employers**
- **Be honest**
- **Use spell check. Simple spelling mistakes indicate carelessness and indicate inattention to detail**
- **Check grammar and punctuation**
- **Don't include current salary information. This will be negotiated at offer stage**
- **Remember – don't undersell yourself, but on the flip side, try not to sound pompous**

If you need further assistance in creating your CV, or would like one of our consultants to look at your draft copy, please don't hesitate to contact us.

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