

ABOUT WRITING A CV

A CV sample better than 9 out of 10 other CVs. Tips and examples of how to put skills and achievements on a perfect CV. Organize this all on a professional CV template.

If your personal address is not appropriate create a new account to use professionally. White space ensures clarity and professionalism. Take a look at our example of a standard, chronological CV for inspiration. Looks good. Make sure you include dates on all the publications you list. It must focus on the sector you're applying to, as your cover letter will be job-specific. Embellishing may be tempting, but lying on your CV opens up a can of worms. Student: How about me babysitting my nieces and nephews? References - You don't need to provide the names of references at this stage. Ensure they stand out by making them larger size 14 or 16 and bold. How to write a good CV Use active verbs wherever possible. When you first start out with your CV, begin with your personal details: your name, your address, things like that. To ensure your CV runs across the preferred two pages only include the main points of your education and experience. You should keep it short and snappy - words is the perfect length. United States law governing what information job applicants can be asked to provide does not apply outside the country. It pays to get someone to look over your CV before you send it out as well - a parent or teacher can be helpful. Matt: You got your CV and your cover letter with you? References: Like including an address on your CV, adding your referees to the end of your CV is no longer standardised. Proof Your Curriculum Vitae Double-check your curriculum vitae for typos and grammatical errors. Typically a clean, minimalist, uncluttered CV template is the way to go. Skills-focused CV - useful for career changers, school leavers or people with gaps in work history. If you are applying for a fellowship, for example, you won't need to include the personal information that may be included in an international CV. If you have got lots of relevant skills you should do a skills-based CV. Start by making a list of all your background information, then organize it into categories. As a recent graduate your CV may only take up one page and that's fine. Take time to proofread for spelling, grammar or formatting errors. Here are some formatting and spacing tips to bear in mind: Length: The standard length of a CV in the UK is two pages. Tell the truth. Then, ask someone else to review it for you - it's often hard to catch our mistakes. Highlight your responsibilities, along with the skills and experience you have acquired in your previous roles. Tell the Truth It can be tempting to over-polish a CV and make our educational qualifications or work history sound a little better than they are. After all, formatting and spacing your CV is equally as important as the content. Work experience - List your experience in reverse chronological order, making sure that anything you mention is relevant to the job you're applying for. If you're posting your CV online don't include your home address, as you could be targeted by fraudsters. Don't put the term 'curriculum vitae' at the top of the page. Save your CV as a pdf file to ensure recruiters can open it on any device. CV writing tips Tailor it to specific job roles. Discover how to write a personal statement for your CV. Make the most of your experience. As with a resume, you may need different versions of a CV for different types of positions. You can use a different font type for your headings, but keep it professional and easy-to-read too. Save your CV as a Word document and label it with your name, the application date and the job you're applying for. Is it cluttered? Curriculum Vitae Cover Letters How to write an effective cover letter to include along with your CV, as well as cover letter samples , how to format a cover letter, and types of cover letters with samples of each. In Europe, the Middle East, Africa, or Asia, employers may expect to receive a curriculum vitae rather than a resume.