CV Writing Tips

A CV determines whether a candidate is the perfect fit for the role they are applying for. It allows you to summarise your qualifications, experience and skills to sell your abilities to potential employers. Therefore, it's very important to make sure you stand out from the crowd.

Here are our useful tips on writing a CV:

Create an easy-to-read layout

A CV should be no longer than one or two sides of A4. You can save space by only including the most relevant points of your education and employment, and you can elaborate further when writing a cover letter.

Choose a professional font that's clear and easy to read, for example Arial, Times New Roman or Calibri. Use a consistent font size throughout as it's important for employers to be able to easily read your CV.

Use headings to section your CV. You can make the font bolder and a little bigger for your headings. Listed below are some examples:

- *Personal Profile*
- *Skills*
- *Education / Qualifications*
- *Experience / Employment*
- *Contact Details and Interests.*

Clearly space and summarise information with bullet points as this allows employers to quickly pick out important information.

What to include

Contact Details: The most important details are your full name, home address, mobile number and email address. Additional contact details might be a link to your LinkedIn profile or a link to your own professional website.

Profile: Your profile highlights the qualities you may have and helps you to stand out from the crowd. Pick out a few relevant achievements and express your career aims. This should focus more on the _sector_ you are applying for whereas your cover letter is more specific to the _role_ you are applying for.

Skills & Achievements: Your skills can range from the number of languages you speak, if you have IT skills, communication skills, teamwork skills and so on. They need to be relevant for the type of job you are applying for.

Work Experience: Start with your most recent or current employment and list in reverse date order. If you have plenty of relevant work experience that's related to the type of job you are applying for, list this section before _'Education'_.

Education: Begin with your most recent professional qualification and list in reverse chronological order. Include specific modules if it's relevant. If you have any extra training qualifications, you can include this as an extra heading below this section.

Interests: Include interests that are relevant to the job you are applying for and avoid mentioning hobbies like _'socialising'_ and _'going to the cinema'_ as it won't catch the employer's attention.

What not to include

References: You don't need to provide contact details of your referees at this stage. You also don't need to say *'references available upon request'* as this is something employers would assume.

Things to consider:

- o No spelling or grammar mistakes – use spell-check software or ask someone to check over it.
- o Don't put *'Curriculum Vitae'* or *'CV'* at the top of the page.
- o Use an email address that sounds professional – create a new email address for professional use if your personal email address is inappropriate.
- o A common mistake is including your photograph and date of birth – you do not need to include this as it encourages employers to be bias.
- o Don't lie or exaggerate – it can demonstrate dishonesty to a potential employer and there can be serious consequences.

We have a downloadable CV writing template on the *Guidance* section of our website.

Contact Us

Llanelli (HQ)
01554 777749

Cardiff
02920 697129

Bristol
02920 697129

No.6 Dragon 24
North Dock
Llanelli
SA15 2LF

Sophia House
28 Cathedral Road
Cardiff
CF11 9LJ

160 Aztec West
Bristol
BS32 4TU

Equal Talent Partners | @EqualTalentPartners

https://bit.ly/3cy1bU4

https://bit.ly/3rxHZtI

https://bit.ly/2O1ZSDc

https://bit.ly/3foLY9q

Email: education@equaltalentpartners.com