

How to structure and write a CV

Writing a CV can be a stressful and time-consuming task, especially if you are starting from scratch. To help with this, we have put together a few words of advice on how best to structure and write your CV.

Formatting:

When it comes to CVs, one size does not fit all. However, it should be clear and concise – quick enough for a recruiter to scan-through quickly.

- Use a professional font, no smaller than size 10.
- Present things in a logical order.
- Use a mixture of prose and bullet points.
- Keep it short and concise – no longer than two-three pages if possible.
- Unless you are applying for role within the creative industry, stay away from photographs and imagery.

It is also a good idea to tailor your CV to the role that you are applying for, particularly if you are keeping your options broad. Read the job description carefully, highlighting relevant keywords and skills listed and include these in your CV. This will show employers that you are dedicated and serious about the role.

Personal Details:

It may sound obvious, but you would be surprised at how many people forget to include their contact details in their CV and miss out on an opportunity because of it! To avoid this, always include your full name, contact details and address, presented clearly at the top of your CV.

Personal Statement:

Otherwise known as your hook, a personal statement is an essential part of standing out from other applicants. It gives you a chance to sell yourself in an easy-to-digest paragraph. It should be short and concise, highlighting who you are and your key skills for the role.

Work Experience:

In this section you should include all your relevant work experience, listed with the most recent at the top. It should include your job title, name of company, length of time in the role (mm/yyyy), key responsibilities and key skills used. Don't feel the need to include every job that

you've ever had, particularly if this takes you far back or isn't relevant for the role that you're applying for.

Achievements:

Your achievements should outline the things that you did which made a positive impact and contribution to the business that you worked for. This section is a chance to showcase how your previous work experience has given you the exact skills that make you a suitable fit for the role.

Education:

Your educational experience and qualifications should be listed here in reverse chronological order, including the dates, type of qualification and/or the grade that you achieved. However, if you are a recent graduate, this section should be underneath the personal statement and above work experience, to highlight your recent educational achievements.

Hobbies & Interests:

It isn't essential to include your hobbies and interests in your CV, particularly if space is tight, but mentioning relevant ones could be an opportunity to add some personality into your CV whilst showcasing your suitability to the role.