Career Services Quick Tips
CV WRITING

WHAT IS A CV?

A **curriculum vitae** is a written overview of a person's experience and qualifications.

WHAT IS THE PURPOSE OF A CV?

- A CV serves as an advertisement in which you market and promote your own personal brand.
- A CV is an opportunity to "advertise" your skills and talents and highlight what you have to offer to prospective employers.
- Recruiters and companies primarily use CVs as a screening tool to eliminate those applicants who do not appear to match the requirements.
- A CV is used by employers to create a shortlist of potential candidates to interview.
- A CV is your chance to set yourself apart from other potential candidates to ensure that you land that interview!

PRODUCE A WINNING CV:

- Is your CV complete? Does it have missing sections? Have you missed out anything significant from any of the sections?
- Does your CV convey information in a way that is quick and easy to absorb?
- Is your CV reader friendly? Stay away from obscure abbreviations.
- Does your CV look professional? If your CV looks professional you are likely to come across as a professional person, which is an important criterion. Spelling errors, for example indicate that you have not taken the time to proofread it properly.
- Is your CV fit for purpose? Its purpose is to provide a prospective employee with an executive summary of your background, as someone they would gain from employing. How well does your CV achieve this purpose?

GENERAL GUIDELINES OF A CV?

- Ensure that there are no spelling and grammatical errors present.
- Make sure that your CV is consistent and concise.
- Make sure that your CV is perfectly aligned.
- Use one font, you may vary font sizes to display different sections of your CV.
- Do NOT use italics.
- Line spacing can be 1.5.
- The page margins must be the same all around.
- Use bullet points and stick to it throughout.
- Avoid repetition of information as far as possible.
- List activities in the reverse chronological order (Place most recent first).
- Use action words and write in the "active voice".
- The lay-out and order of your CV must be logical and professional.
- Include a Header and Footer on each page.
- Your CV needs to be professional & neat.
- No photos / images / page borders / cover page.
- Focus on keeping your CV between 2 - 4 pages.

OPTIONAL INFORMATION

- Place of birth
- Marital status
- Number of dependants
- Criminal record indication
- Health status
- Sexual preference

- Disability status
- Religion
- Political affiliation
- Bankruptcy issues or credit problems
- Reasons for past dismissals or conflicts with colleagues

QUICK TIP: No individual may discriminate against you based on the information presented in these 2 columns.

CV WRITING CHECKLIST: HAVE YOU INCLUDED THE FOLLOWING?

HEADER & FOOTER:
Have you indicated your full name(s) and surname (and the words Curriculum Vitae) in a bold format at the top of the page? Have you indicated the page number e.g. Page 1 of 2 at the bottom of the page?

CAREER & PERSONAL OBJECTIVES:
Is it short, punchy, strategic, highlighting your current situation and outlining your future career plans? Is it related to the company/position/industry?

PERSONAL DETAILS:
Have you included your address (only if needed)? Have you included your telephone number(s) and email address? Have you included your LinkedIn link and Driver's Licence code (If you have one?)

EDUCATIONAL DETAILS:
Have you listed it in a reverse chronological order (most recent first)? Are the start and end dates, names, full title of qualification and modules most relevant to the application given for each institution/school attended? Are there brief details of your main project/dissertation (if relevant)?

WORK HISTORY:
Have you listed it in a reverse chronological order? Have you given start and end dates? Have you included the company/organisation/institution/school/project? Have you indicated the job/project title? Have you given a brief summary of your main duties and responsibilities or a description of a project?

ACHIEVEMENTS, SKILLS & COMPETENCIES:
Is a skills profile included? Does the profile demonstrate clearly your 'employability skills'? Do the skills outlined in your profile reflect the skills required by the employer? Have you indicated your language proficiency? Have you indicated your computer literacy (including industry related software)?

PROFESSIONAL SOCIETIES (IF ANY) & REFERENCES:
Have you listed it in reverse chronological order? Have you listed at least 3 references? Have you given referees' titles, names and surnames; organisation/company/institution/school/project; job title; contact details and availability?

PSYCAD CAREER SERVICES