

HOW TO WRITE A SUCCESSFUL CV

1

What a CV should include

- Professional contact details and LinkedIn profile if relevant.
- Tailored personal profile highlighting skills and career goals.
- Employment history in reverse chronological order.
- Education, qualifications and additional certificates.
- Relevant hobbies, interests or voluntary work.
- References available upon request.

2

Writing a strong personal profile

- Tailor the profile to each role and reflect the job description.
- Summarise strengths, achievements and career aims.
- Use evidence and measurable achievements where possible.
- Avoid vague statements and generic descriptions.

3

Employment history

- Include paid work, placements and volunteering.
- List employer, job title, dates and key responsibilities.
- Use action words such as organised, managed and created.
- Explain employment gaps positively, including travel or training.

4

Employment history

- List qualifications in reverse chronological order.
- Include grades, institutions and dates achieved.
- Add relevant certificates such as First Aid or IT qualifications.
- Highlight transferable skills from education and training.

5

Presentation and layout

- Keep formatting clear, simple and professional.
- Use consistent fonts, headings and bullet points.
- Proofread carefully for spelling and grammar errors.
- Keep the CV to no more than two sides of A4.
- Avoid unnecessary photographs or graphics.

6

Tailoring Your CV

- Research the company and review the job description.
- Use keywords and language from the advert.
- Adapt your CV for each application.
- Address applications to the correct hiring manager where possible.

7

Cover letters

- Explain why you are applying and what interests you about the company.
- Highlight skills and experience relevant to the role.
- Use examples to demonstrate suitability.
- Finish positively and professionally.

8

Final tips

- Save your CV as a Word or PDF document.
- Ask someone else to review your CV before sending it.
- Take copies of your CV to interviews and job fairs.
- Use simple templates that suit your career stage.

