



## CV GUIDANCE

Your CV is designed to do one thing: get you an interview. However, on average your potential employer will only spend between 30-40 seconds on your CV. That's why it is vital to get it right from the start. To help you see what kind of information to include on your CV here is our guide.

### Personal Details

- Full Name
- Full Address including Postcode
- Contact Details – Tel Numbers, Full Address and Email Address

### Personal Statement

- A summary of what you have done and what you are looking for
- Personnel attributes and characteristics
- Highlight skills/transferable skills

### Education / Qualifications

#### In chronological order:

- Education/ Qualifications attained
- School / College / University attained
- Any additional training / courses attended etc

### Employment History

#### In chronological order

- Job title
- Company name
- Company website: [www.examplelink.co.uk](http://www.examplelink.co.uk)
- Location
- Dates of employment

#### You should give a brief introduction to what the company does and explain what your job involved.

- Mention things you are proud of and outline areas in which you made positive contributions to your company e.g. "I designed and implemented new management structure" or "I doubled production targets within two years"

### Interests

Interests outside of work help employers get a more rounded picture of you. For example, if you play a team sport this shows you work well with others, or if you like to travel this shows an interest in other cultures. Remember, you may be asked to elaborate on these interests, so only include them provided you can discuss them intelligently with an interview who may be an expert

### References

Write 'References Available on Request'

## CV Tips

- CV's should be typed and saved as a word document
- Always spell check your CV and get someone to proof read it
- Make sure you keep your CV up to date