

What makes a good CV

Clear details of who you are

- Start your CV off with your name and your contact details. It is not necessary to title your CV as 'CV or Curriculum Vitae'.
- Ensure that you provide the correct phone number and a simple, professional email address e.g. Firstname.Lastname@.

The layout

- Make your CV stand out, use a font that is easy to read such as; Veranda or Arial.
- Be sure to balance out the text and white space, for a clean presentation.
- Embolden your subheadings to help signpost the reader to the next section.

Personal Profile

- Provide a short introduction which details your qualities, characteristics and a brief indication of any work experience you have.

Skills

- Include skills which are relevant to the sector you are targeting.
- Do not list skills which you cannot evidence in an interview.
- Think about both 'practical' and 'soft-skills'; e.g. '3D design' and 'empathy'.

Work experience

- If you do have work experience, then ensure that this is listed with the most recent first.
- If you do not have any work experience, think about tasks and activities you may do in your spare time. E.g. babysitting, caring, household chores or any clubs you attend.
- Detail your title, dates and a brief overview of your role. Ensure that these are listed in reverse chronological order. Keep your points brief and dynamic.

Education

- Provide the name of your school and the month/year you started/finished or are due to finish.
- State the level of education e.g. GCSE and list your subjects followed by your predicted grade or final grade.

Interests

- This is an opportunity to tell the employer your passions outside or alongside education or work.

- Include hobbies or interests that you genuinely pursue as an interviewer make touch on these during the interview or as an ice breaker.

References

- It is not necessary to provide references in advance. You may simply state 'references available on request'.
- However, if a Teacher has agreed to provide you with a reference in advance; you may wish to state their contact details.