

CREATE AN EFFECTIVE CV

NAME NAME NAME

LOCATION | MOBILE | EMAIL ADDRESS

CAREER PROFILE This is a brief statement at the top of your CV. If you are looking to change direction or have many years of experience, create a powerful summary to highlight your accomplishments and skills. Show the employer, at a glance, why you're qualified for the job, what you're interested in, and where you want to go. Avoid repeating details that will be covered later; focus on the highlights. Tailor it to each job application to ensure your CV is aligned with the role.

EDUCATION

YEAR-YEAR COURSE TITLE - GRADE (MOST RECENT FIRST)
INSTITUTION

Outline the key modules studied and knowledge gained. You may also wish to include any relevant projects, placements, dissertations, or extracurricular achievements that demonstrate your skills or interest in the subject.

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WORK HISTORY / VOLUNTEER HISTORY (THESE SHOULD BE DIFFERENT SECTIONS)

YEAR-YEAR JOB TITLE - **COMPANY NAME** (MOST RECENT FIRST)

Use this section to describe your roles and responsibilities, training undertaken, and the transferable skills gained. Focus on achievements and the impact of your work. Include both paid and relevant voluntary work but place them in separate sections if applicable. Be descriptive.

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ADDITIONAL SKILLS / ACHIEVEMENTS

This is where you highlight relevant qualifications and experience. Avoid including hobbies unless they are directly relevant to the role or requested by the employer. Descriptive words like “*ambitious*,” “*conscientious*,” and “*hardworking*” should be demonstrated through your achievements and responsibilities rather than explicitly stated.

Consider including:

- **Languages Spoken:** List all the languages you speak fluently or conversationally.
- **IT Proficiency:** Mention any software programs or IT systems you are proficient in, such as Microsoft Office, Adobe Suite, or any industry-specific software.
- **Driving Capability:** Indicate whether you have a valid driver's license and any other relevant driving certifications.
- **Additional Courses:** Include any courses you have completed, such as First Aid, Health & Safety, CPR, or other relevant training, even if the certifications have expired.
- **Relevant Qualifications:** List any other qualifications that support your application, such as vocational training, professional certifications, or technical skills.

ADDITIONAL TIPS TO STRENGTHEN YOUR CV

- **Master CV:** Maintain a ‘master’ CV that you update throughout your career. You should always have a record of ALL of your achievements.
- **Modify Your CV:** Customise your CV for every job you apply for to align it with the specific role and employer’s needs. It is normal to have multiple ‘active’ CVs.
- **Keep It Concise:** Your CV should be a maximum of two pages.
- **Include Links:** Add your LinkedIn profile or a link to an online portfolio (if relevant) at the top of your CV.
- **Achievements:** If you’ve won awards, received scholarships, published work, or spoken at events, you can include a separate section to highlight these.
- **Professional Development:** Include any extra learning such as online courses, workshops, or training sessions you’ve completed.
- **Design:** Use simple fonts (like Arial or Calibri), avoid tables or graphics, and use clear headings so your CV works well with online application systems. You can make a CV look snazzy, but the content is the most important thing.
- **Read through:** Check spelling/grammar before submitting. Always give it a good read through to make sure it makes sense. Always write in British English.

INFORMATION NOT TO INCLUDE ON YOUR CV

- **Photos:** You do not need to include a photograph on your CV. Employers should assess you based on your skills, experience and suitability for the role, rather than your appearance. Leaving a photo off can also help reduce the risk of unconscious bias during recruitment. Some industries such as the arts are an exception.
- **Date of Birth / Age:** Do not include your date of birth or age. This information is not needed when employers are assessing your skills, experience and suitability for a role.
- **Gender and Other Personal Details:** There is generally no need to include your gender, marital status, nationality or other personal details unless there is a specific reason they are relevant to the application. Keep the focus on your skills, experience, qualifications and achievements.
- **References:** Do not include referees’ contact details on your CV. Employers will normally ask for references later in the recruitment process if they need them. This also avoids unnecessarily sharing someone else’s personal contact information.
- **National Insurance Number and other Sensitive Information:** Do not include your National Insurance number or other unnecessary personal information on your CV. Be careful about the personal data you share.

We hope you find this information helpful. If you need further assistance or would like to speak with a member of the Careers Service, please find the ‘Careers Service’ tab via the Hwb or you can email us at careers@uwttd.ac.uk

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