Writing a **CV**

What is a CV?

A CV (Curriculum Vitae) is a summary of your education, work experience and skills. It's often the first thing that a potential employer will see, so it's a great opportunity to make a good first impression.

⭐⭐⭐ Top tips

01 Keep it brief – no longer than two sides of A4!

02 Always use simple and clear headings, like "Education", "Work History" and "Other interests"

03 Each section should be short and concise – your CV is an overview, so you don't need to go into too much detail. You don't need to include the full details of your references – just 'references available on request' is fine.

04 Pick out the most relevant qualifications and work experience. If you've completed A-Levels, you might want to just put "9 GCSEs A-D, including Maths (C) and English (B)" or similar.

05 Always include your name at the top (ideally in bold or underlined!) – you don't need to put "CV" at the top. Make sure you include an appropriate email address too!

06 Do not include your marital status, gender or date of birth. This information cannot be used in the recruitment process and isn't relevant to a job application.

07 You do not need to include a photograph unless one is specifically requested.

08 Although hobbies and interests are good to include, you should avoid giving them too much space. It's more important to include your relevant work experience and education history.

09 When you've written your CV, why not create a LinkedIn profile to share your information online? Recruiters often search online for candidates and this is a great way to highlight even more about you.

10 Check your spelling and grammar carefully. Ask someone else to check it if you can.