

Tips for writing a good CV:

- Make your name and surname the title of your CV.
- Save the document as "CV of" and your full name and surname. Some online platforms will delete duplicate named CVs, so it is best to include your full name.
- Start your CV off by setting your font to one that is easy to read, such as Times New Roman, Arial or Calibri at font size 11 or 12.
- Set clear headings for each section of your CV.
- Include your contact details. Avoid adding your home address if you are uncertain that your CV will be going to a reliable source. You can still add the area in which you live.
- You can start your CV with a short, personal statement, which briefly introduces yourself to your potential employer.
- Separate your education history and work experience. Add more information regarding your skills, roles, and responsibilities beneath these headings. Be clear, concise and use correct grammar and punctuation.
- List your experience in reverse chronological order (your most recent experiences first/at the top)
- You can edit your CV based on the position you are applying for. Ask yourself, what would the potential employer find relevant?
- Never lie or exaggerate information on your CV.
- It is good to supply a cover letter. For more information on a cover letter, see below.
- Get someone to check your CV before you submit it. Ask them to make sure they understand everything and that there are no spelling or grammar mistakes.
- Keep your CV short. Try not to extend longer than 2 A4 pages.

- Include references on your CV.

References are people who can vouch for your character and experience, such as previous employers. Do not use friends and family as references.

Make sure you ask your references if you can use them on your CV. Include their names, how they are relevant and their updated contact numbers or email addresses.

You should list your references in alphabetical order, and they should be displayed at the end of your CV.

- You do not need to attach copies of your qualifications unless you are asked for them.
- You do not need to add a photo to your CV.

See below an example of a well-structured CV layout.

Your Name and Surname

Contact

Myemail@gmail.com
03176389077
LinkedIn/myprofile.com

Core Skills

- Critical Thinking
- Teamwork
- Leadership

References

1. Name Surname &
Company - contact
details
2. Name Surname &
Company - contact
details

Personal Statement

A personal statement is a short introduction to yourself. You can use this section to outline some of your positive personality traits and characteristics.

Work Experience

Jun 2020 - Mar 2022

Company Name

Your Current Role

- List of responsibilities

Apr 2018 - May 2020

Company Name

Your previous Role

- List of responsibilities

Education History

Jan 2016 - Dec 2017

Institution

Your Most Recent Qualification

- More Information

Jan 2013 - Dec 2015

Institution

Your Previous Qualification

- More Information

WRITING A COVER LETTER

- A cover letter is a letter which you send to the recruiter along with your CV.
- It is usually the first page before your CV and is an introduction to yourself, your interest in the position you are applying for and how your work experience meets the requirements for the job.
- It is made out to your prospective employer. Remember that your cover letter serves as a first impression, so make sure it's a great one.
- This is an optional addition to your CV, however, is favourable to add.

Note: Your cover letter is attached before your CV. Keep your cover letter to one page. You do not want to overwhelm recruiters/employers with too much information.

How is a cover letter different to a personal statement?

Your personal statement is a short summary of yourself. A cover letter, however, is a bit lengthier and should be made out to your potential employer. A cover letter includes information regarding your interest in the position you are applying for.

See below an example of a well-structured cover letter.

Basic Layout of a Cover Letter

- Date
- Name and occupation/qualification
- Contact information (email address and cell number)

Dear (Name of Company or Employer)

Paragraph 1:

- Reason for your letter
- Introduction to yourself and your skillset (keep relevant to the position you are applying for)

Paragraph 2:

- Why you are applying for the job and why you are interested in working at the company
- Why you would be a good candidate for the job opening

Paragraph 3:

- Conclusion and thanks
- Include a call-to-action, such as "I look forward to hearing back from you"

Kind Regards,

(Your name and surname).