

Tips on writing a CV

Your Name

- If you always shorten your first name, are commonly known by the shortened form and would introduce yourself as such, then it is increasingly acceptable to use.

Full Contact Details

- Postal address, telephone or mobile numbers, email address.

Education

- Name, location and dates of schools attended in date order.
- Qualifications achieved, results pending, subjects studied and level of study.

Responsibilities and Achievements

- Identify responsibilities held and any specific targets or goals achieved.
- Aim to include references to successful achievements with each responsibility. Use bullet points starting with an action word such as: won, achieved, improved, built etc.

Interests and Hobbies

- Include information which will add something to a reader's impression of you

Layout

- Generally MS Word format, A4 Portrait.
- Ideally 2 pages maximum
- Use an easy-to-read, standard font such as Arial
- Use bullet points rather than long paragraphs