What is a CV?

A CV, also known as a Curriculum Vitae or resume, is a written overview of your skills, education, hobbies and work experience. You will often need a CV when applying for jobs, internships, apprenticeships and volunteering opportunities.

What to include?

Whilst there are no firm rules on what a CV should include, there are certain key pieces of information that all CVs must include:

- **Your personal details**: this should include your name and an email address that looks professional
- **A personal statement**: a brief personal summary of who you are and what your aspirations are
- **Relevant key skills:** these can include any additional languages, digital and creative skills
- **Work experience:** showcase all work experience with the most recent first
- **Education and qualifications:** include all formal qualifications with the most recent first

Formatting a CV

The presentation of a CV is just as important as its content. Make sure your CV is always clear, concise, succinct and easy to read by following these five rules:

1. Be logical
2. Keep it succinct
3. Check for spelling and grammar
4. Choose a professional font
5. Use heading and bullet points

Top tips for your CV

- **Make sure your CV stands out from the crowd.** A good CV should demonstrate your unique blend of skills, qualifications, work experience, hobbies and ambitions.

- **Keep it simple.** With recruiters often reading through hundreds of applications, make sure yours stands out by being succinct and engaging.

- **Don't be generic.** Tailor your CV to match the job you are applying for by using the key skills detailed in the job description to clearly demonstrate that you are qualified and ready for that position.

- **Keep it to two pages.** The standard length of a CV is two pages. Make sure your CV is clear – it's better to be concise than to ramble. If you are starting your career, an employer won't expect you to have years of experience.

- **Ensure the formatting of your CV is consistent throughout.** This will make it look professional and carefully thought through. Font size should be between 10 and 12 points. Too small or large font will make your CV look cluttered and unprofessional.

- **Keep it professional.** Avoid providing irrelevant personal information.

- **Explain any employment gaps.** Taking time away from work shouldn't hold you back. Use your CV to explain any gaps and summarise what you accomplished during this time.

- **Be proud of what you have accomplished and don't lie.** If you are resorting to lying on your CV to match the job specifications, you are more than likely not ready for that position.

- **Make sure you know your CV.** A recruiter will base their interview questions on the information you have provided in your CV so make sure you can talk about all of the examples you have included.