CV Writing Hub

- CVs are an opportunity to show an employer why you are an ideal candidate for the job you have applied for

- A good CV will highlight to the hiring manager your relevant skills, experience, achievements and potential.
- *Everyone has potential*
- *Everyone has more skills than they think they do*
- *Everyone can write a good CV*

CV writing hints & tips

Writing a CV can be daunting, so we thought we would share some hints and tips of what to include on your CV and a CV template for you to download.

Contact details - Include your full name, home address, mobile number and email address. You do not need to include your date of birth or a photo

Profile/Personal Statement - Placed at the beginning of the CV, a profile is a statement that highlights your key attributes. Pick out a few relevant achievements and skills, while clearly outline your career aims.

Work experience - List your experience in reverse chronological order, making sure that anything you mention is relevant to the job you're applying for.

Education - List and date all previous education, including professional qualifications, placing the most recent first.

Skills and achievements – The skills and achievements you list should be relevant to your professional career and try and make these specific. I.e. achieved 5-star EHO rating etc.

Interests - Writing 'socialising, going to the cinema and reading' isn't going to catch the attention of the hiring manager. However, when relevant to the job, your interests can provide a more rounded picture of you and give you something to talk about at interview. Examples include your own Instagram/website to showcase your food etc.

References - You don't need to provide the names of references at this stage. You also don't need to say 'references available upon request' as most employers would assume this to be the case.

Key tips to remember when writing your CV:

- Fonts & size
- Chronological order
- Keep it concise
- Proof-read for grammar and spelling errors