

# What to include

## Personal details

- Name, address(es), date of birth and nationality are optional.
- Telephone and mobile numbers; email address/es.

## Education

- Current education - degree(s) you may have/are studying.
- You can highlight degree modules but only if they're relevant to the job.
- Include qualifications from secondary school (or equivalent).
- Present the information in reverse chronological order - most recent first, working backwards.

## Work experience

- Any internships or work placements.
- Voluntary work could be included if this section is relevant to the sector (e.g. charities).
- You could organise your work experience into 'related/relevant' 'other'.
- Also include part-time/vacation work as evidence of transferable skills (e.g. team-work, communication).

## Interests

Membership of sports clubs and student societies can demonstrate skills and personal attributes.

Keep it current unless it's a very specific or impressive achievement from school (e.g. DofE award).

You may choose to expand this section and call it interests and achievements.

## References

- Usually two - one of which should be an academic referee e.g. personal tutor. The other referee should be someone who can comment on your character/personal attributes - a current or recent employer is best. Not a close relative or friend!
- You don't have to provide details at this stage - you can say 'references available on request'.

There is no definitive way to write a CV and you may decide to include other sections which reflect the breadth of your experience e.g. 'skills', 'positions of responsibility' or 'voluntary work'.

### Top tips

- Tailor your CV to the employer - some aspects of your experience will seem more or less relevant depending on the job/sector.
- Provide specific evidence relating to the job and person spec.
- Present your information (in all sections) in reverse chronological order.
- Highlight your skills, but make sure you provide evidence and examples.
- Do not exceed 2 pages. Some employers may ask for 1 page (e.g. investment banks) but you need to check beforehand. Don't send a 1 page resume style CV unless asked.
- Format your CV to make it appear professional and credible. Use clear headings and a suitable font.
- Be selective - a CV is a summary not an epic!

### External links

- [Prospects: CVs and covering letters](#)
- [TARGETjobs: the 6 step guide to perfecting your graduate CV](#)