

WRITING YOUR CV

AN EMPLOYER MAY LOOK AT YOUR CV FOR AS LITTLE AS 10 SECONDS. MAKE SURE YOURS IS EASY TO READ QUICKLY.



A CV is a relevant summary of your education, skills and experience and is used by employers to assess your suitability for the role. On average, an employer will spend just 30 seconds on your CV – very little time for you to grab their attention. Do your research about the company/role **BEFORE** you write your CV so you are clear what skills and experience they are looking for you to demonstrate. There is no definitive way to write a CV but follow some basic rules and your CV is more likely to make a positive impact.

- Tailor your CV to the organisation.
- Prioritise the most relevant, important information.
- Avoid lengthy prose – use a snappy, concise style with emphasis on ‘action’ words.
- Use headings to separate the key sections.
- Aim for clarity of presentation, style and format.
- Check spelling, grammar and punctuation.
- Hold your CV at arm’s length – does it look professional? Is there a good balance between text and white space? Are your headings clear?

- Make sure you tailor your CV for each role you are applying for – there is no such thing as a generic CV. Always keep your CV in the third person (never use “I” or “me”)
- Make sure your sections go in reverse chronological order (with the most recent experience at the top and the oldest at the bottom).
- Use bullet points and action words as well as facts and figures to detail your experience and make it easy to see the skills you have developed and the impact you have had.

How long should a CV be?

In general:

- 1 page for most banking/consultancy roles
- 2 pages for most law and engineering roles
- Other roles can be 1 or 2 pages (no half pages!)
- Academic CVs can often be longer if you have to include a lot of publications etc.

However, different companies/firms may ask for a specific length so always check the job advert/website. [W](#)

Start with your name/contact details (including a LinkedIn link if applicable).

Then list your education including relevant modules and predicted/achieved grade at University.

The main body of the CV should be about your past experience. You can split this up however you want. You might want a section called 'Relevant Experience' which details everything. You might split your sections up into 'Work Experience' and 'Voluntary Experience'. Maybe you'll use 'Relevant Experience' and 'Other Experience'. There is no right or wrong way to do it.

Employers value all experience whether it is an internship, part-time job, voluntary role or position on a student society. Only include experiences which demonstrate that you have the exact skills and knowledge an employer is looking for. This may mean missing off some experiences you have had but try and be as brutal as you can. If it doesn't demonstrate you have the skills to do the role you are applying for, an employer won't be interested in it.

Jerome Brown

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Education

University of Warwick, Bachelor of Arts (Hons), History - Predicted 2.1 2013 – 2017

- Second-year project explored social standing of Venetian artisans during the height of the Venetian "Empire". This involved methodical research to locate and analyse primary sources and rare manuscripts.

Sherborne School, Dorset 2008 – 2013

- A/(AS) Level: History A, Ancient History A, English B, (Geography A).
- 11 GCSEs: 4A*s, 5As, 2Bs.

Relevant Experience

Communications and Information Manager, AIESEC Warwick 2015 – Present

- Manage communications for the Warwick committee of this multicultural student-run society.
- Design a communications strategy from scratch in collaboration with two other executive members.
- Brief members of the society on key aspects of the strategy and delegated tasks such as implementing social media engagement process.
- New strategy resulted in 15% increase in participation in two Autumn term events.

Social Section Intern, EU Delegation to the Pacific (based in Suva, Fiji) July – August 2015

- Researched and authored a paper on Fijian, Samoan & Tongan social policies using archival, online and interview research methods. Followed brief to ensure relevance of paper to delegation requirements.
- Delivered a speech at an oration competition and produced a concise written report of the event which was forwarded to the Delegation.
- Contributed suggestions as a member of a committee organising an inter-university debating tournament.
- Carried out eligibility checks on grant proposals to support grants officer.

Other Experience

Student Representative, History Student Staff Liaison Committee, University of Warwick 2014 – 2016

- Gathered feedback from fellow students on course content and teaching methods to be discussed in staff/student meetings.
- Negotiated introduction of field research into a particular module with a lecturer on the committee.

Medical Records Clerk, Royal Hampshire County Hospital, Winchester April – September 2013

- Filed medical records accurately and methodically in high pressure environment.

Additional skills

- Italian – intermediate written and spoken.
- Able to use social media to engage strategically with target audiences, for example Warwick University Student Body.
- IT skills – experienced with all Microsoft Office packages and quick to learn bespoke databases and software

Interests

Travel: Travelled through Australia and New Zealand during a gap year and have developed a particular interest in Asia-Pacific issues, explored via various news feeds and in *The Economist*.

Sports: Play 2nd team rugby at University and coach at a local school during my spare time.

References are available upon request

You don't need to include references on a CV unless a job advert specifically asks you to. Just state 'References are available upon request'.

Make sure your email address sounds professional.

Detail the subjects and grades you gained during your final exams in high school (A levels for UK students). Just tell them the grade range you achieved before that (at GCSE for UK students).

Use bullet points to make your experience easy to read and start each point with relevant action words eg **Brief, Design, Manage**, etc.

Don't just tell them *what* you did in the role but tell them *how* you did the role. Detail when you have developed or used the skills an employer is looking for.

A skills section can be used to show your practical skills. List your IT skills, languages spoken (and to what standard eg Native, Fluent, Intermediate or Basic) as well as other things relevant to a role such as a driving licence.

Most employers like an interests section although this should be quite short. Just detail a couple of interests you have with any relevant detail. If you can write these in such a way that you can demonstrate relevant skills then even better.

