

CV GUIDELINES



- The first thing on your CV should be your name and contact details. Include a phone number, email address and postal address
 - You may have several phone numbers and several email addresses, put the one that is the easiest to contact you on during working hours
 - It would not be out of place to include a link to your linkedin or Xing profile here (but not facebook)
 - NB. Employers may well take a look at your facebook profile. Make sure it is either squeaky clean or locked down! This applies to any other social networking sites you may subscribe to

CAREER HIGHLIGHTS OR NOTABLE ACHIEVEMENTS OR SUMMARY

- Use this first section for three to five bullet points that describe career highlights or notable achievements
- Make sure they are relevant to the position you are applying for and pick up on the job description or briefing you have had
- Don't put what you want to do, put something you have already done

EMPLOYMENT HISTORY

- Each position should be clearly identified by a new heading. In each heading Include a job title, company name and the dates you were employed
- Start with your most recent role and work backwards chronologically. Include less information for each position as you go backwards through your work history
- Highlight relevant personal achievements (things you actually did) and relevant responsibilities
- If you have been in the job market for many years then consider a cut off point at 20, 15 or even 10 years worth of experience – it is very unlikely that a position you held 20 years ago is relevant to what you are applying for now
- Ensure that you do not leave any unexplained gaps

EDUCATION

- Start with the highest level of qualification you have achieved
- Put the name and location of the educational establishment
- You do not need to list all modules included in your course, include your best grades or an average instead
- Include the dates of your education

TRAINING COURSES AND PROFESSIONAL QUALIFICATIONS

- List any that are relevant to the job you are applying for
- Include dates and the name of the issuing organisation or company
- Think about what is implied by what you include here. If you completed a three day course on Microsoft Word and Excel in 1998 then including that will imply the opposite to what is desired

OTHER SKILLS

- Do you speak more than one language?
- Are you proficient in using a specific type of software?
- Don't list expected or irrelevant skills - everyone can use Microsoft Office

HOBBIES AND INTERESTS

- This section should be considered optional
- Include things that are relevant to the job you are applying for, eg. If you are applying for a job in the music industry and you play in a band
- Include things that make you seem interesting and dynamic – 'raised £15,000 for charity running a marathon' sounds good, 'watching movies and socialising' does not

CV DOS AND DON'TS

- Do try to keep your CV to two sides of A4
- Do adjust your CV for each position that you apply for
- Don't write in the first person
 - Don't write 'I managed a team of ten people'
 - Do write 'Managed a team of ten people'
- Don't put what you are good at, put something that proves why you are good at it
 - Don't put 'Good at building relationships'
 - Do put 'Developed a relationship with X by doing Y and built an account worth Z'
- Don't confuse responsibilities with achievements
 - Explain how what you did helped your company don't just list your job spec
- Don't crowd the page or include too much information
 - If it won't fit on two sides:
 - Don't reduce the font, margins, headers and footers
 - Do take stuff out (preferable) or let it run over to a third side
 - Remember, the longer the CV the less likely that the important parts will stand out and be noticed

- Use a clear font in a size that everyone will be able to read
 - The clearer the information is presented the more likely it is to be read
 - Avoid using different coloured fonts and avoid using more than one or two font sizes
- Choose a format and stick with it throughout the document
 - If you write the date as 12.12.12 in the first paragraph then do not write it as 12 Dec 2012 or 12th December 12 later on
 - If you get the job you may well be writing documents on behalf of your new employer and they will want to see that you have an eye for detail
- Don't lock your document or submit it as a pdf, recruiters do not send your CV to their clients in its original format for two reasons:
 - It has all your contact details on it!
 - If a recruiter sends several CVs for the same position they will want them all to match in style and formatting so the client easily identifies the CV with the recruitment agency
- Don't repeat things
- Do use bullet points to break up paragraphs
- Consider who is your audience. Don't be arrogant or imply the person reading it is stupid
 - If you are applying for a job as a programmer then remember that the hiring manager, or someone looking at your CV will probably also be a programmer. Putting something like 'superior programming skills' may have the same effect as putting 'I'm better than you at programming'
- If you work for a large company or are applying for a job in the same industry then you do not need to take up valuable space on your CV and the time of the person reading it by including a paragraph on what the company does

However

If you are applying for a job in a different industry, work for a very small company or even a company that no longer exists a SHORT description of what the company does or did will save the hiring manager looking it up

- Check your spelling, grammar and punctuation – use the correct spell check language for the country your application is going to
- The chances are that your CV will be sent electronically so make sure you include your name in the file name. There may be only file called 'CV' or 'resume' on your computer but a hiring manager or recruiter will have many more and without proper labeling your CV will be impossible to find