

How to write a winning CV

A CV is a list of facts about you, your work history, your skills your qualifications. It is your own person company brochure, and its main job is to get an employer interested in you. A good CV is essential when looking for work and it is worth spending time getting it right so it sells you to an employer.

Competition

In the current job market, employers receive many CVs for their vacancies. They tend to glance over CVs quickly, in many cases less than 30 seconds. You need to ensure that your CV is designed in a way that it grabs the attention of an employer as quickly as possible – to get you on the short list. First impressions count and your CV needs to be eye catching and interesting.

Your CV should be:

- Well designed and presented
- Word processed or typed
- A maximum of 2 sides
- Concise, to the point, factual
- Targeted at the employer's needs/jobs description.
- If you are applying for a variety of different jobs you may need to customise your CV each time.

Below is a Skeleton CV – The idea of this is that you can write down your CV information – correct it as you go then bring it into a Face to face session with an adviser where they can go through it with you and then once agreed get it typed up:

Skeleton CV

(Remember - the skeleton CV is just there as a memory jogger or a rough copy for when you start to develop your proper CV in the format you have chosen on the computer.)

• **CONTACT DETAILS**

Name:	
Address:	
Telephone No:	

- **YOUR PITCH/PERSONAL PROFILE** *(A positive and informative picture of yourself)*

Type of person you are and maybe what type of work you are looking for.

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- **SKILLS & ABILITIES** *(or Skills & Achievements or Aptitudes & Abilities or Strengths etc.)*

Give brief details of key skills and achievements from all aspects of life/working life which are your major selling points. These can be grouped into different areas of expertise if required.

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- **EXPERIENCE** *(Employment/Career History/Voluntary/Community Work)*

Begin with your most recent job and work backwards. Give details about duties & responsibilities. Don't forget:- Just because you don't get paid for doing something doesn't stop it being valuable **AND** valid working experience, so include those experiences or skills you may have gained outside the work place. It could be voluntary and/or community work, running the home, looking after sick\elderly\young relatives etc - practically anything.

Dates	Company/Organization Address
Job Title	• <i>Duties/Responsibilities:</i>

- **TRAINING & EDUCATION (COURSES AND QUALIFICATIONS GAINED AT SCHOOL, COLLEGE AND/OR WORK ETC)**

Record the courses/qualification in the order of which are the most important and/or relevant.

Dates	School/College/Company Address
Qualification/Course	• <i>Modules/Units</i>

• **PERSONAL DETAILS**

Date of Birth: <i>(if to be included)</i>	Other Relevant Info: <i>(if to be included)</i>
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Interests: <i>(e.g.: leisure activities, hobbies if to be included)</i>
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Referees: <i>(Statement to be included that references are available on request)</i>
