

CVs



What are they and why are they important?

A CV (Curriculum Vitae) is an accurate summary of your education, work experience and skills. It is often the first thing that a potential employer will see so it is vital that you use it to make an excellent first impression. A CV should reflect you as a person as well as your professional attributes.

Futures Top 10 Tips:

- 1 Keep it brief - 2 sides of A4 max!
- 2 Always use simple and clear headings.
- 3 Keep each entry short and concise.
- 4 Keep it uncluttered. No long paragraphs and plenty of spaces.
- 5 Pick out the most relevant qualifications. No long lists or repeated dates.
- 6 Always put your name at the top in bold. There's no need to write curriculum vitae.
- 7 Marital status, date of birth and gender are all optional. Legislation means that employers cannot use these as factors in the recruitment process.
- 8 You are not obliged to provide your nationality. However, if you are a non-UK national you may wish to add this with a note about your eligibility to work in the UK.
- 9 Keep the font style and size consistent throughout.
- 10 Make sure you check your spelling and grammar. If you are not sure, get someone else to check it for you.

Sentence starters to use in your CV

- I have demonstrated success in...
- I have a great approach to ...
- I am an incredibly hardworking individual who...
- I have the ability to ... developed through ...
- I am committed to...