

## Creating a Good CV

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CV's are your first chance to make a positive impression. By having a good CV can also help structure application forms that some companies require.

Strong and well thought out CV's increase your chances to secure an interview or progressing to the next stage of the recruitment process. Companies may receive lots of CV's for jobs and it is in your best interests for your CV to stand out for the right reasons!

It is often difficult to write a CV. Not only because most of us dislike telling others about our achievements but also because we might have so much to say or not enough.

We suggest a two-page CV is best practice. It is useful to prepare your CV and to obtain feedback from others before you submit it for a job. Don't forget that ideally each CV version should be tailored to the industry/company and job that you are applying for.

Below is a suggested template to help you create your CV. Don't forget to reflect on what you think employers might be looking for and highlight key achievements that you believe will help sell your skills and experiences.

Section 1: Contact Details
Name Telephone/Mobile Email

<b>Section 2: Profile / Key Career Highlights</b>
35-50 word summary
<b>Section 3: Key skills</b>
Do not repeat your profile

#### **Section 4: Career History / Professional Experience**

Include organisation/company and job title(s) / Functions and dates from-to.  
Briefly describe role/responsibilities and scale of role immediately under the heading (3-4 lines)

Then list (and quantify results of) relevant key achievements.  
Suggested time span is no further back than 10 years as earlier career can be summarised separately if necessary

### **Section 5: Qualifications**

Most recent and relevant first. Simply state what is relevant to the status of the job you are seeking.

### **Section 6: Continuing Professional Development**

Include relevant training courses

### **Section 7: Professional Memberships**

Especially if memberships are relevant to role or involved additional study

<b>Section 8: Additional Personal Details / Leisure Interests</b>
Ensure what you include adds value
<b>Section 9: References</b>
It is quite standard to simply state "References available upon request"