

Notes

- Tailoring your CV to the job is very important.

First Section

- Name
- Address
- Phone number
- Email

Notes on section - On British CVs you do not have to include a photo or date of birth due to anti-discrimination laws in UK.

Second Section: Personal Statements

- Two concise sentences explaining your objective and including characteristics, skills, experience and sector.

Eg. "I am an ambitious and motivated individual with experience in ... I am soon to graduate and seeking a role in the ... sector.

Notes on section: The rest of your CV will focus around and elaborate on what you have written in this section.

Third Section: Education (and Qualifications)

- Should be written in reverse chronological order (so your most recent position appears first).
- Include your degrees, the institution where you studied, the titles of your degrees.
- You can highlight units, modules and projects from your degree courses when they are relevant to the position you are applying for (ie. Translation module).

Fourth Section: Employment

- Should be written in reverse chronological order (most recent position first).
- Give your job title, name of organization and dates of employment (Year).
- Only add positions held which add to your experience and skill base and are relevant to the job (ie. I did not include my waitressing experience).
- Write what you achieved in the job and start each section with an action work.

Notes on this section: This section will raise questions in interviews so be prepared to discuss what you have written.

Use dynamic and action verbs such as; attained, accomplished, conducted, established, facilitated, founded, managed.

Fifth Section: Achievements

- In this section you should note down any prizes or awards you have achieved. In addition you can mention positions of responsibility such as leading a team, organizing an event or recognition for any other relevant activity.

Sixth Section: Skills/Qualifications

- Skills to include an ability to speak languages play an instrument, a recognized ICT qualification.
- You should also note down if you have a full and clean driving license.

Notes on this section: This section and the achievements section demonstrate skills and involvement in activities which could make you a better employee and team player.

Seventh Section: Further Information

- Here you can note down if you have ever been a volunteer, play a particular sport, are an active member of a club, have an interesting hobby etc.

Eight Section: References

- If you have space, give all contact details including title of reference person.
- If you are lacking space then you can simply put "References available on request"

Notes on this section: If they are interested they will contact you for references.