

# WRITING YOUR C.V.

## PURPOSE OF THE CV

Main aim – to get you an interview

- To market yourself effectively
- A description of your competence and your achievements
- To create a strong first impression – it may be the only opportunity you get!!
- Highlights your achievements and the benefits of you to a potential employer

## TIPS ON LAYOUT

- Write with the reader in mind and in the 3<sup>rd</sup> person
- Keep it clear, uncluttered, succinct and relevant – it must engage the reader
- Keep to 2 A4 pages
- Distribute on quality paper if mailing – do not photocopy
- Keep it simple and use limited formatting i.e. use of bold, indents and underlining
- Keep font size to 10 or 11pt

## STRUCTURE OF CONTENT

- Name and contact details
- Profile
- Professional Experience/career to date/work experience
- Professional qualifications, education, training at a senior level
- Interests, personal details, references.

## BEFORE YOU START WRITING

- Complete the Personal Achievements log (attached)
- Firstly consider the situations/problems that you have encountered in each role – your CV should not be a list of responsibilities.
- Review the 9 key competency definitions (attached)
- Complete the Achievements core competency matrix for each of the personal achievements listed in the achievements log (attached)

**THIS TAKES DISCIPLINE!!**

## PROFILE (WRITE THIS ONCE YOU HAVE COMPLETED THE CONTENT)

- A simple statement of 30 – 40 words which encapsulates:
- What you are, supported by what experience
- What your unique blend of characteristics/strengths are
- What you can contribute to the target company/sector

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## PROFESSIONAL EXPERIENCE

- Emphasise your current role first and work backwards in chronological order
- With the specific role in mind consider:
  - Situations that you were in
  - The Actions that you took
  - The Results you achieved
- Use the Achievements Template to produce short statements that demonstrate your breadth and depth of competence – relevant to the role
- Focus in more detail on the most recent/relevant roles that you have had

## PROFESSIONAL QUALIFICATIONS, EDUCATION, TRAINING

- Use most senior qualifications (dates)
- Denote if member of any professional bodies
- Industry recognition/awards (dates)
- Technical Qualifications (incl. IT competencies)
- Publications

## INTERESTS, PERSONAL DETAILS, REFERENCES

- Do not provide detailed references in your CV
- Find 3 or 4 “quality” referees, get their prior agreement and brief in advance