

Help and Advice with Your CV

The CV is used to introduce you to a potential employer. It should present you in a good light and in a well-structured and concise way. A well-written CV should firstly show what is most important about you, but should contain all relevant information.

At the top of the CV - Write your full name.

Personal details

Address and telephone (daytime, evening, mobile)

Email address

Nationality (work permit if applicable)

Languages (include level of proficiency)

Education and qualifications

List higher education and degree qualifications first, including name of institution, dates and grade achieved.

Mention any earlier general academic studies in brief.

Include details of professional training, place of study and date of qualifications.

Also list relevant training gained within the workplace.

Career / Employment history

This is your main chance to market yourself so don't undersell yourself, but be truthful.

Show the achievements that you have made in your career and reveal the roles you have had within companies.

Write your most current post first and include details of the company's name, your job title and dates worked (in years). If the company is not a large or easily recognizable one then write a quick description.

Give a short description of your main responsibilities.

Bullet-point your best achievements.

Write what is relevant and not lots of detail which detracts from your main points.

Give the most detail on your most current post.

An employer is particularly interested in what you've achieved over the last five years.