



King Edward VII School

Careers

Writing a Curriculum vitae (CV)

When you are applying for jobs or apprenticeships one of the first things you should do is write a CV. This leaflet provides you with an introduction to how to write your CV, what it is used for and examples of different types of CVs.

What is a CV?

A CV or curriculum vitae is a document that describes who you are, what you have done and what you can do, particularly at work. It is a document that should persuade an employer to offer you an interview. It should impress them; you need to be positive and confident.

Planning your CV

When you are writing a CV you must think about what needs to be on it and how it will be presented.

Your CV should be:

Short – one side of typed A4 is usually best, it should be two sides at most. However, for some higher level jobs, where you may want to include more detail about relevant experience, skills and qualifications, it could be longer than this.

Relevant – use the job description or person specification for the job you are applying for, what you know about the job and your knowledge of the company to help you decide what is relevant. Emphasise the skills, experience and qualities they are looking for.

Readable – it should be clear, broken up with spaces and headings, word processed and checked for spelling and grammar mistakes.

Positive – be confident, avoid giving negative impressions or information. First impressions count. If you feel that you must put something that is, or could be, a negative (a criminal record, for example) put it after the positive things you say about yourself. Do not say 'quite good...'; say 'good'. Do not oversell yourself, but do not undersell yourself either!

True – if you tell lies you will probably have to deal with the consequences at some stage. However, there is no need to mention something that might go against you, unless it is specifically asked about in the job advertisement.

TIP!

Employers do not look at a CV for long! Make sure you choose a professional font, such as Arial or Times New Roman, that can be easily read and scanned.