

# CV WRITING

The Student Guide...

What is a CV?



# **Curriculum Vitae**

## **Course of Life**

# When to use a CV...

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Two main reasons for using a CV

- Applying for advertised job vacancies, where the advert specifies "Send a CV..."
- Applying 'speculatively' to potential employers i.e. when no vacancy has been advertised.

# Important things to think about...

## **Yourself**

- Skills
- Knowledge/ Education
- Experience

## **The Job**

- Requirements
- Position
- Company

# What skills are in demand?

- Communication
- I.T. Awareness
- Time & Personal Management
- Team Work
- Supervising
- Flexibility
- Commercial Awareness
- Financial Awareness
- Organising/  
Co-ordinating
- Initiative
- Problem Solving
- Promoting / Influencing

# So what information goes on a CV?

1. Personal Details
2. Career Aims or personal profile
3. Educations and qualifications
4. Employment/work experience
5. Achievements
6. Interests and leisure activities
7. References

# Your CV...

- What skills do **YOU** have?
- Write down as many skills as you can and how/why you gained them.
- Feel free to chat with your friends about what you came up with.....they may recognise that they have those skills too!!!

# Hints and Tips...

1. Check your email address –  
[ilovemcflysomuchiwanttomarrythem@hotmail.com](mailto:ilovemcflysomuchiwanttomarrythem@hotmail.com)
2. Check spelling and grammar! – 70% of CV's are rejected due to spelling mistakes!
3. Make sure you have the correct telephone number!
4. Don't lie.
5. Tailor your CV to suit the job you are applying for.



# Further Help and Advice...

1. Your CV should be well formatted  
(Fonts: Arial, Coalibri.  
Don't use more than 2 fonts  
Make your CV no longer than 1 page)
2. Make your CV look mature (no funny pictures)
3. Customize your CV for each position
4. Don't lie in your CV ( be able to explain gaps in your work experience)