

1.

CV Guide

Guide to CV Writing

- Your CV is the first thing that employers will judge you on and it is crucial that you create the most positive impression you can.
- Keep the information concise and check it is relevant to your application.
- Divide the CV into sections such as Personal Information, Qualifications, Employment History and Interests.
- Include your full name, address and contact details.
- Begin your employment history with your most recent experience first and include your responsibilities, dates of employment, reasons for leaving and salary details as well as any achievements during that time.
- Do not leave out any period of employment.
- Include your interests and be specific about any clubs you have played sport for, charitable activities or entrepreneurial involvement.
- Check your CV thoroughly before submitting it.

A suggested format is laid out on the following page.

CANDIDATE: First Name Second Name

LOCATION: London

First Time Passes



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EDUCATION:

200x - 200x

University of xxxxxxxxxxxxxxxx

BA/BSc/ LLB xxxxxxxxxxxxxxxxxxxx 2:1, 2:2, 3rd (Hons)

199x - 199x

A-Levels - SUBJECT (A), SUBJECT (B), SUBJECT (C)

9/10/11 GCSES: A* - C

LANGUAGES: As appropriate

INTERESTS: Football/Running/Cooking/Cinema/Cricket/Whiskey/Music/ Reading

CURRENT EMPLOYER: XXXXXXXX

CURRENT POSITION: XXXXXXXX

