

How to write a CV

A well-structured CV is essential for making a strong impression, and we sometimes ask for this to be provided as part of an application.

If you do need to provide a CV, here are some guidelines for you to follow:

1. Contact information

At the top of your CV, include:

- Full name
- Phone number
- Professional email address

2. Personal profile

Write a concise personal statement that summarises your key skills, experience, and career goals.

It's okay for this to be brief-around 3-4 sentences is fine.

3. Work experience

List your work experience in reverse chronological order (most recent job first)
Include:

- Job title
- Employer name
- Dates of employment
- Key responsibilities and achievements

4. Education & qualifications

Include your educational background with:

- Qualifications obtained
- Schools/Institution(s) attended.

5. Key skills

You may wish to use this section to highlight skills you have, which are relevant to the role. These may include:

- Technical skills (e.g., proficiency in software, languages)
- Soft skills (e.g., teamwork, communication)

6. Additional sections (if applicable)

You may also wish to include:

- Volunteer/community experience or achievements
- Publications
- Languages spoken

By following this guide, you will create a strong CV that showcases your strengths and increases your chances of securing an interview.



Formatting Tips

- Try to keep your CV to two pages maximum if you can.
- Use a clear, professional font (e.g., Arial, Calibri, Times New Roman).
- Bullet points help clear reading and highlight your achievements.
- You may wish to tailor your CV for each job application, emphasising the most relevant experience.