



Putting together a winning CV

If you are about to embark on your job hunt, then you are going to need a CV. In basic terms a CV is a summary of your education, skills and experience. The type of CV you have is likely to be influenced by the job role and industry you work in – however – as a rule, we would always recommend keeping your CV as concise as possible while also ensuring you are highlighting all relevant information.

Personal details:

It may sound obvious, but make sure your name, telephone number and email address are clearly presented at the top of your CV.

Personal statement:

The personal statement is a great opportunity to introduce yourself. Remember, you want to remain professional and aim to show your suitability for the role but also show your personality, let the person reading your CV really get to know you.

Achievements:

This is another optional section, but it can give you the opportunity to highlight relevant achievements from both your work and personal life that you are proud of. This can also provide an opportunity to really sell yourself and differentiate yourself from the crowd!

Key Skills:

You may also want to include a skills list or table detailing technologies, methodologies, or processes that you have experience in. This can help recruiters see, at first glance, that you are a good match for the role you have applied for.

Academic and professional qualifications:

Your qualifications should be listed along with dates and the grade you achieved (if relevant) - although the specific parts of education that you include in your CV will depend on your individual situation. If you have more educational achievements than work experience, placing an emphasis on this section is a good idea.

Work experience:

This section should include your relevant employment history, listed with the most recent job role first. Include your job titles, dates of employment, the name of the companies you have worked for and your key responsibilities. If you have an extensive career history it may be worth focussing the main part of your CV around the work you have done over the last 5 years.