

CVs

Getting a job

A **curriculum vitae (CV)** is a summary of your experience, skills and qualifications so far. There are no set rules for producing a CV, but the following list is what employers say they want from a CV.

- ◆ Basic contact details – name, address, phone number (home and mobile) and email address – placed at the top of the CV.
- ◆ Clear sections with headings.
- ◆ Sections in a logical order.
- ◆ A typed CV that presents your information clearly.
- ◆ A section that describes your skills and achievements.
 - ◆ A brief personal profile at the beginning which describes you, your career aims and what you have to offer.
- ◆ Lots of white space between sections so that it is easy to read.
- ◆ A plain, clear and good-sized font like this one – Verdana 12.
- ◆ Plain language with no spelling or punctuation mistakes.
- ◆ No more than two sides of A4.
 - ◆ See the attached samples for ideas.

Using your CV

- ◆ Make photocopies so that you can use it later. You may be asked to explain parts of it at an interview.
- ◆ Use it to help you fill in an application form.
- ◆ Send it with a covering letter when they ask you to **apply in writing** or when you are writing to an employer about possible jobs.

You should send your CV with a covering letter, which should:

- ◆ be short and punchy
- ◆ be no more than three paragraphs
- ◆ tell the employer why you are applying, for example, in response to an advert or asking about possible jobs, and
- ◆ say why you think you are suitable for the job, giving two or three examples of your skills and experience.