

## **How to write a CV**

You will see below a written and visual example of how to layout your CV.

A CV is to show your personal statement, previous work history, education, skills so an employer is able to assess your suitability for the role you have applied for.

### **Useful tips:**

- Use a clear font like Arial, Times New Roman or Calibri in size 11
- Always use the same style throughout
- Use headings and bullet points to make it easier to read
- Be clear and to the point
- Ensure when using AI that the information is factual and grammatically correct
- Keep your CV to 2 pages or less where possible
- Tailor your CV to the job you are applying for
- Ensure contact details are all correct
- Use Word or PDF formats

### **Written example:**

1. Create a header with contact information including your name, email address, phone number and home address / location
2. Write a personal statement which is a brief paragraph at the top of your CV that gives a snapshot of who you are and what you offer. Aim for 3–5 lines. It should be tailored to the job you're applying for
3. List your relevant skills including abilities and/or competencies that relate to the job you are applying for
4. Provide your employment history including employer, job title, dates of employment and duties undertaken
5. Educational background. A breakdown of your qualifications, where and when you achieved them

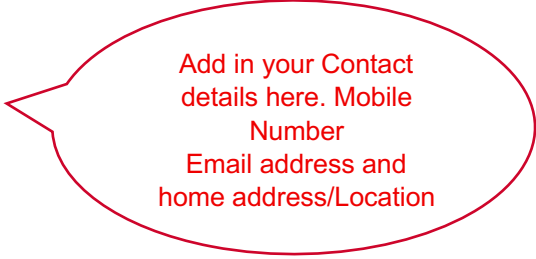
## Visual example:

### Your Name

Mobile -

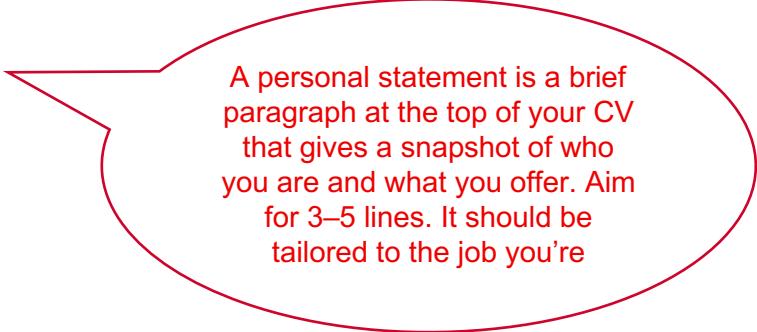
Email -

Home address -



Add in your Contact details here. Mobile Number  
Email address and home address/Location

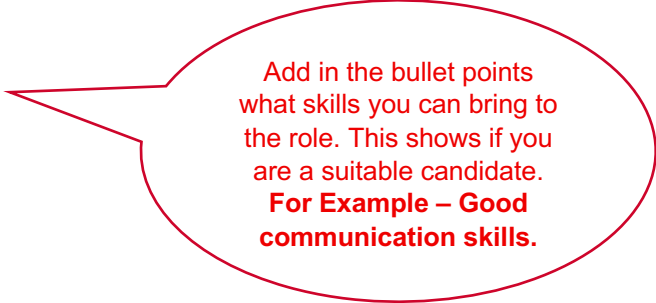
### Personal Statement



A personal statement is a brief paragraph at the top of your CV that gives a snapshot of who you are and what you offer. Aim for 3–5 lines. It should be tailored to the job you're

### Key Skills

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- 
- 



Add in the bullet points what skills you can bring to the role. This shows if you are a suitable candidate.  
**For Example – Good communication skills.**

### Employment History

- Put your most recent employment first
- Date of Employment – For Example January 2020 – Present – Company Name – And Job Title
- Give a brief overview of your role in 3-5 lines.
- List your Duties and Reasonability's.
  - o
  - o
  - o

### Education

- List your Qualifications, where studied, completion date and to what level.

#### **For Example**

- o **University of Gloucester** – Psychology

- **College** - National Diploma
- **High School** – If applicable
- **Any other qualifications**