

# How to write a winning

# CV

CURRICULUM VITAE

PERSONAL INFO

PERSONAL INFO

CONTACT:

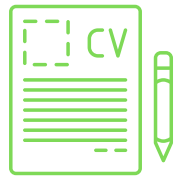
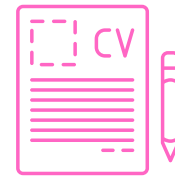
Profile

Work Experience

Education



# How to write a winning CV



- ✓ An employer might be reading through lots of CV's for just one position – make sure you don't give them an instant reason to bin yours.
- ✓ Aim for 2 sides of A4
- ✓ Use plain font arial or calibri, font size 11-12.
- ✓ Don't lie but present yourself in a positive way. Don't present negatives.
- ✓ Education – list school/college, qualification, subject and grade. If you have lots of qualifications, you could group them together e.g. 10 GCSE's at grades 5 and above including Maths and English.
- ✓ Employment – start with your most recent/current job.
- ✓ If you have no work history include an 'Employment Skills' section. Give examples of things you have done which show you have skills such as communication, team work, punctuality etc.
- ✓ References- employers ask for 2. At least one of these should be an employer if you have work history.
- ✓ Get other people to read through your CV.
- ✓ Employers may do an initial sift by scanning CV's. Make sure you hit any essential requirements the employer is looking for.
- ✓ Think about your layout – clear and concise, use bullet points.
- ✓ Personal details correct and clear. Watch your dots in your email and avoid unprofessional sounding email addresses.
- ✓ Personal Profile – 3-5 sentences highlighting your skills and strengths. Match these to the skills and strengths the employer is asking for.
- ✓ No qualifications – present your education positively. Eg – Completed GCSE course in 5 subjects including English and Maths.
- ✓ Use bullet points to summarise the key aspects of the job.
- ✓ Interests – It's always good to include but not vital if you are really struggling. Try to show attributes the employer is looking for eg commitment, teamwork.
- ✓ Tailor your CV to the job, i.e. retail jobs specific or admin jobs, don't just use the same one for every job you are applying for.
- ✓ Check, check and double check spelling and grammar.

If you are finding it difficult to write a CV or would like a professional to give you feedback on your CV, our Birmingham Careers Service Advisers will be happy to assist. [www.birminghamcareersservice.co.uk/contact](http://www.birminghamcareersservice.co.uk/contact)