

## CV Guide

- Ideally, keep your CV to 2 pages in length. If you are a more senior candidate, it can stretch to 3 pages
- Use Calibri, Arial or Verdana font style in 11pt size
- If this is your first job, retain the education section on the first page
- If you have had at least 2 roles since University, move the education section to the back of your CV
- A personal Summary or Profile is optional but, if you do include it, keep it to 2-3 lines of prose briefly highlighting who you are, what skills you have and what you are looking for next
- In Career History, always put your most recent job first and give an overview of your role in advance of the bullet points – this shouldn't be too lengthy (2-3 lines) and should be in prose. If voluntary work is the only experience you have, make sure that this is included under Career History rather than Voluntary Experience (see later)
- Use bullet points to highlight your duties and responsibilities, including specific achievements, targets, money raised etc. The most recent roles should be lengthier in terms of the number of bullet points with the more historic jobs being shorter in terms of points
- List your educational and professional qualifications with the most recent highlighted first, giving the name of the school/university etc, the subject, the grade and the date. For qualifications below A' Level, simply list the type of qualification, the number you passed and the date eg 6 GCSE's/O' Levels 1990.
- Under Skills, give a short summary of those gained eg computer literacy, languages etc
- List any relevant voluntary experience with dates and a brief description of your duties.
- You should include personal interests as a final section as they make you look human and they may strike a chord with the reader. The hobbies should be listed in prose.