

How to write a C.V .

HELPLINE - 01677 470180

A brief guide to writing a successful C.V.

Provide evidence

- Tell the truth.
- Work out what qualifications, experience, and skills are required for the job you are considering and think of what you have done that matches those attributes.
- Be specific, focused, and factual and give full explicit details and provide evidence for any claims you make. For example, if you claim to be a good communicator then explain exactly what you did in your job that demonstrated this claim.

Writing style

- Make sure the spelling is correct. Get at least two people to check and read your CV.
- Start every sentence with a verb or action word.
- Print to good quality plain white A4 paper only.
- Keep sentences short.
- Use past tense.

Length

- Try to keep your CV between 1 and 3 pages long and paragraphs to a maximum of 6 lines.
- Try to use a maximum of 6 bullet points together, each bullet not more than one or two sentences.

What to include (or rather, what not to include)

- Don't include any negatives or anything critical.
- Don't include poor grades, or unfortunate work experiences.
- Don't include references unless specifically requested - they can be requested upon interview.

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- Don't include a photograph.
- Don't include matters about your health or any disabilities you have.
- Don't include any trade union or political affiliations.
- Don't include children you have.
- Don't include humour.
- Don't show your existing salary or expected salary unless requested.
- DO include any personal interests or hobbies that are relevant to the job.

Formatting, graphics, and images

- Only use bold, underlining, and italics sparingly for emphasis and easy navigation. For example, on section and sub headings.
- Do not use all capitals.
- Do not use graphics or images.

Chronological or functional

- A chronological style CV is the most common format and is preferred by employers. With a chronological style CV your work history and education entries are sorted by date in order of most recent first. However, if you want to focus on your skills and experience and have changed careers, or have large unexplained gaps in your employment history then a functional style CV may be best.
- If you have a functional style CV then make sure the job roles which most closely match the position you are going for are first before less relevant roles.
- Do not attempt to hide any gaps as most of the time there is a perfectly good reason, such as getting laid off (it happens!), or illness that can be explained at interview.

Personal details and photos

- There is no need to include attributes such as gender, date of birth, photograph, children, weight, height, or marital status.
- If you are not a citizen of the United Kingdom then you should include nationality.

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Profile/summary

- A profile or summary is generally not required as your CV itself should be a full summary if done correctly. However, if a summary or profile section is included then briefly describe your experience, key skills, and qualifications. Keep it short to a few sentences.

Work history

- Concentrate mostly on achievements, not just responsibilities. Show what you achieved for the employer during your work there.
- Don't re-write your current job description.
- Don't include reasons for leaving.
- Include any voluntary or work placement activities. The employer will be interested in the quality of experience whether or not it was paid.
- When listing your various jobs, include details which illustrate exactly how they have given you the skills which will be useful.
- Don't belittle or undervalue your experience. It is up to you to demonstrate how and why they have given you useful skills.

Education

- If you have little work history or are currently attending or due to finish school or college then put education section above work history and expand on what experience, skills, and knowledge your study has given you.
- Don't include poor grades.
- Give full course details and dates.
- If you do not have any formal qualifications then show you successfully completed other educational courses or training. If you have nothing to put in an education section then focus on writing the other sections of your CV, highlighting the skills and experience you have gained.

Other skills/sections you can include:

- Languages.
- Computing skills.
- Membership of relevant professional bodies, clubs or societies.

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The Gamekeeper's Welfare Trust can provide help in reviewing your CV. Please email your CV to gamekeeperjobs@btinternet.com and we will help if we can (please note the resources available to review CV's are limited so please allow a week for a response although we try to acknowledge receipt of CV's straight away.)

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