**Writing A Successful CV Essay**

A CV stands as your own personal ‘brochure’ when introducing yourself to a prospective employer. It needs to highlight your unique selling points in such a way that a prospective employer cannot wait to meet you. It should be concise, accurate, and truthful and tailored to the position you are applying for and importantly should be free from spelling and grammatical errors.

**Layout And Format**

Make sure that you try to stick to a maximum of two sides of A4 paper. Sometimes this can be difficult, think about the work experience that you have already, and relate it to the role that you are applying for. The key is making sure that the content is informative. Keep it simple and uncluttered. Use headings and bullet points to assist the reader. Do not add a photo or a border. Stick to one font that is clean (Times New Roman, Arial, or Verdana are recommended with a font size of 10 – 12).

Get someone else to proof read, perhaps a lecturer; and that are no spelling mistakes or grammatical errors. If the industry you wish to enter is artistic, you may want to be more creative but make sure that it still serves as the ultimate document to market your skills, experience, and overall suitability to a role.

**Personal Details**

This should be your name, address, email, telephone, mobile number, and nationality. There is no need to add your date of birth and a photograph. This may sound like common sense but ensure that all of your details are up-to-date and correct. Your email address should be appropriate and your application could be ignored if it is not.

You may wish to include information for your website or blog or even LinkedIn profile and this is not a bad idea. Employers will be able to access your work, see what you are capable of, and get a sense of your ideas and creativity. This may not relate to every role that you are applying for; a data entry role does not necessarily need you to demonstrate your writing skills but more your eye for detail.

**Personal Statement**

A personal statement can encourage an employer to read the rest of your CV. It is a summary of who you are. It should include:

* The industry you are interested in,
* What your unique skills and experiences are,
* Your areas of expertise

Always be original.

**Education And Qualifications**

Start with your most recent education and work backwards. You should detail your university degree and grade, college and A levels, then school and GCSEs. List key components from your degree such as modules that you have studied projects and the topic of your dissertation, to demonstrate how you fit with the specific requirements listed in the job description.

**Work Experience**

Start with the most recent and relevant; include the name of the company, location, and date of employment. Provide a brief description of what the role entailed but do not re-write the job description. Do not mention salary, this is something that you can discuss at the interview stage. Give examples of your work successes and achievements even if these were in a voluntary role or working in an area that does not relate to your chosen career path. Think about experience, that shows your work ethic and that you can work in a team. Cut out cliché phrases use verbs and prove your actions.

**Interests And Achievements**

Make this section as short as possible. Try to show the employer what type of person you are personality wise, but also highlight skills that are relevant to a certain role. Make sure that your interests reflect your personality. Some interests may relate to a job and can show that you are different from other applicants. What makes you stand out or encapsulates your personality or you as a person? Your achievements should be any awards, top classifications, scholarships, or impressive facts that may show leadership and successes.

**References**

Employers might not ask for some references at this stage. However, it is not a bad thing to state ‘references available on request’ as long as you make sure that you do have two references available when asked. Your referees should be one academic; this could be a lecturer or tutor and if possible one from your most recent employer.

**Other Tips**

**Use Bullet Points** - this helps make your CV look neater and not too bulky.

**Use Action Verbs -**in order to create an active and interesting document. Action verbs demonstrate something that you did. For instance:

* Acquired, allocated, arranged,
* Budgeted, balanced, briefed
* Coached, collected, clarified

**Save More Than One Version -**some employers may ask for your CV in a different format.

**Address Gaps In Your CV** - if you have not been in employment for more than three months then say how you been using that time. Do not mention anything that you consider as a failure, be positive, and say what you have learnt within that time.

**Tailor your CV** – move sections around and if there are certain requirements for a role that you have, make these more prominent. If you need to show your previous experience in a particular role, then embolden this point. Try to reflect that you have all or most of the skills asked for.

**If your CV results in follow-ups and interviews**- you will know that the format and content is correct for your profession, if you are not getting any positive response then review and amend.

**Be confident, concise and tell the truth** - If there is a specific achievement that you are most proud of, for example certain grade, make sure to feature them first. Appear positive, keep your details brief, and make sure that you are not giving altered information to make yourself look more suitable for a role. An employer will reject you based on misleading or inaccurate information.

**Never fold your CV**– Most people send CVs online, however if you are handing out a paper copy do not fold it when handing it to a potential employer. It should be neat, crisp and presented in an envelope or plastic folder. Make sure that you never print double sided you may think that you are tricking an employer into only one side of A4, but it looks unprofessional and untidy.