

CV SURGERY

How To Write A Successful CV



DEVELOPMENT
PROGRAMME



WHAT IS A CV?

When applying for a job, the CV is usually the first time your future employer will learn and hear all about you and your skillset.

Some places ask you to fill out an application form, but more often than not, you will also be asked to send in a CV so they can see your full job history.

Within a CV, you can usually summarise your education, skills and experience all in one place. It's an opportunity to give them a snippet into the great skills and qualities you have, demonstrating how and why you stand out from the crowd and why they should hire you

So make sure you keep it concise, interesting and be yourself!



CV STRUCTURE

PERSONAL DETAILS

At the top of the CV, include:

- Your full name
- A contact number (preferably mobile)
- Your email address
- Link to your LinkedIn profile (optional)

PERSONAL PROFILE

In a few sentences, tell the employer:

- About your skillset and experience
- What you are able to offer in the role
- What type of job you are looking for

EDUCATION

List your most recent educational qualification first. Include:

- The dates within which you completed the qualification
- The name of the course
- The educational institution
- Your grades

WORK EXPERIENCE

List your work experience and job history, again with your most recent position first. If you've done an internship relevant to your field, this is a great place to talk about it.

Try not to leave any (unexplained) gaps in your job history.

SKILLS & ACHIEVEMENTS

This is your opportunity to show off everything that makes you stand out from the crowd that is not part of your employment history!

Make sure you talk about receiving your Diana Award too!



CV STRUCTURE

HOBBIES & INTERESTS

An employer wants to see more about you than your work experience.

If you have a unique or interesting hobby, provide the reader with a snippet of your personality.

You can also opt to swap this section out for 'volunteering' if you hold more experience in that sector.

REFEREES

Here there are two options, either you can include the full details of your reference, or you can write: 'Available on request'

When you are hired for a position, your employer will usually ask for 2 references from a previous employer or somebody who has know you in a professional capacity.



SAMPLE CV STRUCTURE

Name

Address

Mobile Number

E-mail

Personal Profile

[Insert Personal Profile Statement]

Education

[From – To]
Grade achieved

[Course]
:[Grade]

[School / College:]

Work Experience

[From – To]

[Job Position]

[Company name]

Main duties performed:

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SAMPLE CV STRUCTURE

Skills & Achievements

Hobbies and Interests

[Briefly outline your hobbies and interests (particularly those that are related to the job you are applying for)]

Referees

[Referee 1 full name]

[Job position / company name]
Address: [insert here]
Tel: [insert here]
Email: [insert here]

[Referee 2 full name]

[Job position / company name]
Address: [insert here]
Tel: [insert here]
Email: [insert here]

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