**How to write a cv**

What is a cv? Cv stands for curriculum vitae it is an overview on someone’s career and work during there life, a cv also displays people’s skills and qualifications. Most jobs require a cv to apply as it tells the employer your previous employment and experience it also tells them a little bit about you as a person.

Personal information

|  |
| --- |
| Your full name |
| Your date of birth/age |
| Your personal telephone number |
| Your home phone number |
| Your home address |
| Your email address |
| Your work phone/email (only if your comfortable with being contacted this way) |

You should include:

Work experience

You should include all your previous places of employment in detail for example the name of the company, your title/position, company location, date you started working there and the date you finished working there (if you are still currently working there just put “currently still working”)

You should also add a little bit extra where you describe what your role entitled and what your responsibilities were there and even any skills or qualifications you gained whilst there.

Education

You should list your most recent education first. You should include the name of the institution from where you received the education, the qualifications you earned and the year you earned them.

Other things such as awards or specific training like health and safety should be listed here

Other information

This is the area where you include information that didn’t fir into the above categories such as special skills, special interests and activities, for example if a person were able to speak several languages this should be included here.

References

Some places will require references from previous jobs so if these are available indicate that on your cv by putting something like “references available on request”

If possible, you should have a list of around three people to provide references, but before listing someone you should check that this is okay with them first, you should include the person’s name their title and home phone number/ email address.

here are some helpful links to websites with cv templates and tips.

Reed free downloadable cv template <https://www.reed.co.uk/career-advice/free-cv-template/>

Monster tips and tricks <https://www.monster.co.uk/career-advice/article/cv-tips#:~:text=1%20Stand%20out.%20Your%20CV%20should%20demonstrate%20your,5%20Update.%20...%206%20Use%20a%20template>.

gov.uk how to write a cv <https://nationalcareers.service.gov.uk/careers-advice/cv-sections>