

# CV Guidelines

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CVs are used to demonstrate to employers what knowledge, skills and experience you have. An effective CV will not only show your current abilities, but demonstrate the potential you have to be successful in the working environment.

## How long should a CV be?

Ideally, a CV should be no longer than two sides of A4. CVs that exceed this may not be read to the end, or at all. For part time work (during studies), a one page CV is sufficient.

## Do I need to include a personal profile?

It is not essential to produce one, but you may like to use this as an opening introduction. If you do decide to include one it should be no more than a few lines long and follow immediately after your personal details at the top of your CV. Personal profiles summarise who you are, what skills you can offer and what you can offer the role.

## Do I list work experience or education first?

This depends on the type of CV you are creating and how much work experience you have. If you have recently graduated and don't have much work experience it is probably best to start with your education. For part time work, employers will be looking at what key skills and experiences you have in a working environment (customer service skills, teamwork etc.).

## Should I include my interests?

It's not necessary to include interests in a CV. If you do, use them as examples of specific achievements, such as teamwork roles, personal achievements, leadership roles etc.

## How should I present my CV?

Ideally, aim to put your strongest and most recent qualification/experience towards the beginning of your CV, where it will be noticed by an employer.

Avoid crowding your CV with irrelevant information. Instead, stick to recent and relevant information. Tailor your CV to each job you are applying for based on the information you have researched on the employer and the job.

It is important to have your CV proof read for spelling and grammar by someone you trust. Bad spelling or computer typos can often put an employer off instantly as it shows lack of attention to detail.

## Sources of support

- The University of Cumbria Careers and Employability Service is here to support you during your studies and for up to three years after you complete your course – [www.cumbria.ac.uk/careers](http://www.cumbria.ac.uk/careers).
- Email [careers@cumbria.ac.uk](mailto:careers@cumbria.ac.uk) for application advice, feedback on your supporting statement, to book an appointment or to book a mock interview.

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# Name

Postal address (home and/or term-time)

Phone number(s) and email address (make sure your email address is something sensible!)

## Personal Profile

*This should sum up, in snappy, powerful language, who you are and what you want from the employer— a sort of marketing slogan. You don't need to include the heading "Personal Profile".*

Hard-working, flexible and enthusiastic second year student with excellent customer service skills seeks retail opportunity. Available evenings and weekends.

## Work Experience

*Summarise the jobs you have done including any unpaid work experience and volunteering if relevant, starting with the most recent first. Include dates, job title, the name of the company you worked for and outline your duties, any highlights, not forgetting the skills you developed. This is the most important section of the CV.*

**Sept 2012 - July 2013      Recreation Assistant                      Sands Centre                      Carlisle**

- Responsible for serving customers, taking payments, stock replenishment.
- Awarded bonus for exceeding membership sales targets three times.
- Developed skills in customer care, team-working, dealing effectively with complaints.

## Education and Qualifications

*Starting with the University of Cumbria and your current course, note down the dates of study and summarise your qualifications. If you are taking a course which is relevant to the job area you are applying for then add in some detail. You can also add in any skills developed.*

**Sept 2010 – May 2013                      University of Cumbria                      BA (Hons) Physical Education**

- Excellent team-working and communication skills
- Demonstrated creativity, ability to generate ideas and problem-solve
- IT skills – Microsoft Word, Outlook and Excel

**Sept 2003 – June 2010                      Top High School                      Manchester**

- 3 A levels
- 7 GCSEs A-C including English, Maths and IT

## Additional Information

*Include here any other information that you think the employer will need to know about you e.g. driving licence.*

*It is not necessary to give details of referees at this stage but do finish with a phrase like - Quality references available on request.*