



## **CURRICULUM VITAE**

### **WHAT IS IT?**

- ✦ Curriculum Vitae means 'course of life'
- ✦ It should be a short, factual account of your working life

### **WHY DO I NEED IT?**

- ✦ It gives employers essential, concise information about you
- ✦ Most companies and agencies ask for one
- ✦ It can be helpful as a memory jogger when completing application forms and applying for jobs over the 'phone

### **WHAT SHOULD IT LOOK LIKE?**

- ✦ A CV should be typed, no more than two pages long and printed on good quality paper – don't use a photocopy!

### **INCLUDE THE FOLLOWING:**

#### PERSONAL DETAILS

- ✦ Name
- ✦ Address
- ✦ All telephone numbers
- ✦ Email address

#### PERSONAL PROFILE

- ✦ A short, positive statement or bullet points highlighting your skills and strengths
- ✦ This is your chance to really sell yourself!

#### WORK HISTORY

- ✦ List all previous and current employment in chronological order starting with the most recent and working backwards
- ✦ Clearly show your job title, the name of the company and the dates worked
- ✦ 5-6 short sentences or bullet points for each job showing your key responsibilities and skills gained
- ✦ Remember employers will be suspicious of gaps so try to explain any gaps in employment without listing every summer/part-time/temporary job – group them together if possible.

#### TRAINING AND QUALIFICATIONS

- ✦ List all relevant training and qualifications you have attained in previous employment as well as your educational qualifications
- ✦ List courses and grades chronologically starting with the most recent and working backwards

#### PERSONAL INFORMATION

Include in this section any other information you feel may be of interest to a potential employer. For example:

- ✦ Date of birth
- ✦ Driving licences – any points?
- ✦ Hobbies and interests

**MAKE SURE YOUR CV PRESENTS THE BEST POSSIBLE VERSION OF YOU -**

**KEEP IT CLEAR, CONCISE AND RELEVANT**