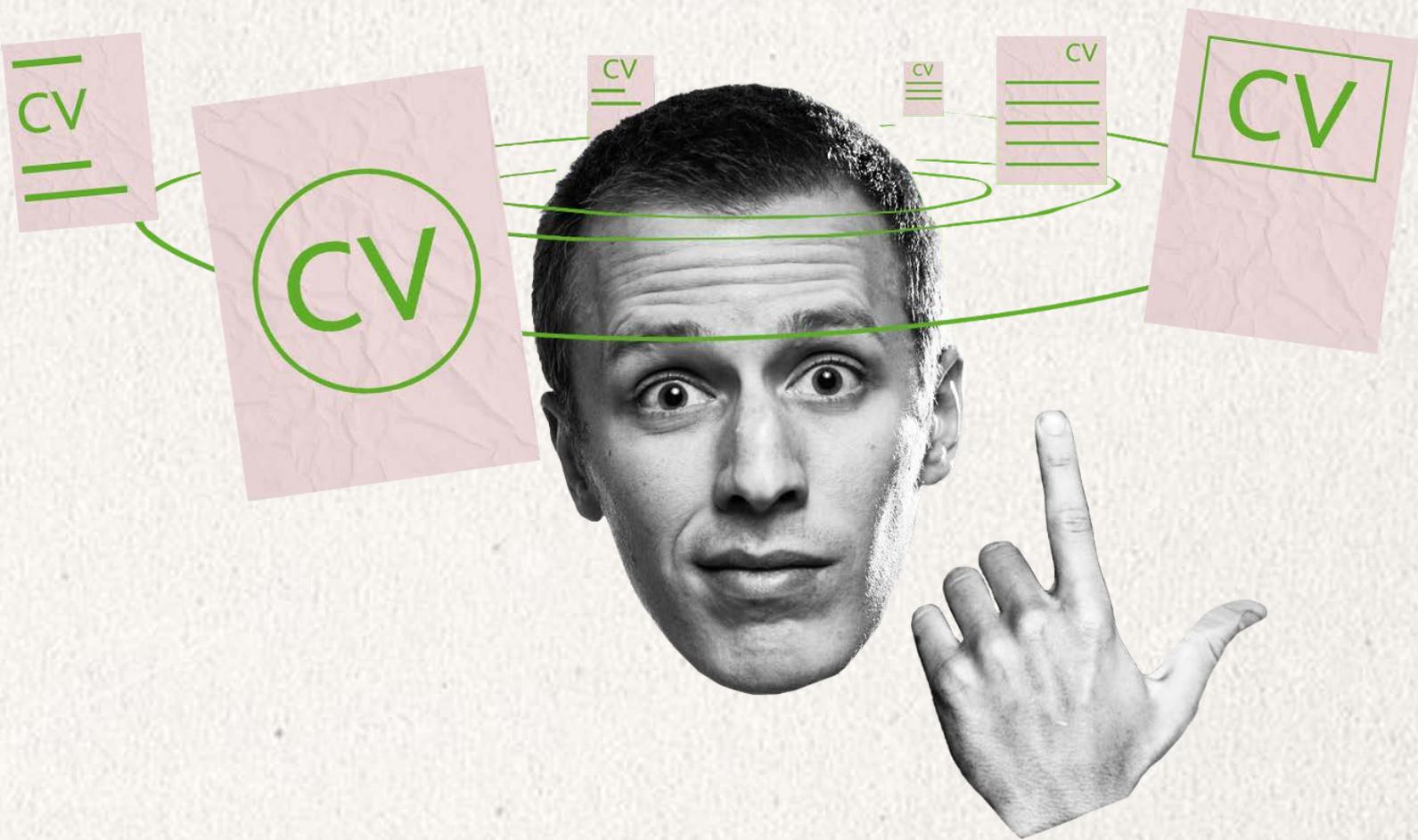


# » GUIDE TO A GREAT CV »



Explore  
Experience  
Progress





# Get the basics right

CVs are typically 1-2 full sides of A4.

Make your headings stand out and put them in the order that matters most to the employer.

Use formatting such as bold/underlining to make important elements stand out.

Get to the point – bullet points work better than large blocks of text.

Check your spelling and then double check it – errors don't look good.

Use a good size font that's easy to read.

Make sure that the employer can find what they are looking for very quickly. Can you make it easier for them?

INTERVIEW INVITATION

# Tailor your CV

That means you need to make sure your CV contains what the employer is looking for.

If you are responding to a job advert, make sure the employer can find the skills, knowledge and attributes they have asked for.

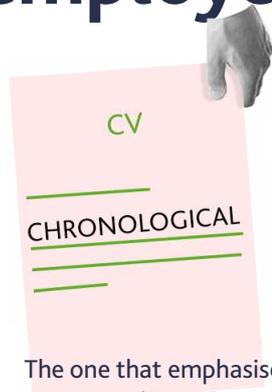
Make sure the key information the employer is looking for is easy to find and preferably can be found on the first page. Most employers spend less than thirty seconds reading your CV.

Make sure any evidence is relevant to the job you are applying for.

# Identify the layout that works best for you and the employer



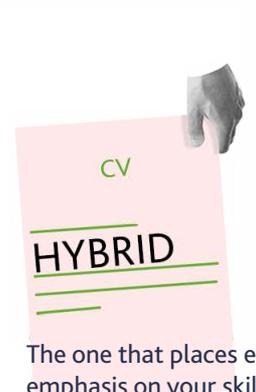
The one that showcases your creative skills. Great for when you are applying to artistic and creative roles or organisations.



The one that emphasises your experience. Best for when you have work experience that relates to the job role or the job advert focusses on experience.



The one that showcases your wide range of skills. Best for when you have less experience but all the required skills, or the job advert focuses on skills.



The one that places equal emphasis on your skills and your experience. Best when you have a little related experience as well as all the skills or the job advert focusses on skills and experience.

# CV checklist

Can the employer find all the information they outlined in the job advert?

Is the important information easy to find very quickly?

Have you chosen the CV type that works best for you and the employer?

Have you used Action Verbs to maximise your impact?

Have you or someone you trust checked this CV for spelling/grammatical errors?

# The basic components of a CV

## YOUR CONTACT DETAILS

- Make your name big and bold.
- Supply an email address and telephone number.
- Tell them how to find out more about you: *LinkedIn* address, *twitter/Instagram* handle, your online portfolio.

## EDUCATION

- Start with what you are studying now and work backwards - starting with your degree: you might include details of relevant modules, projects and use of specialist equipment or software relevant to the job.
- If you have A-levels/BTEC etc: list the subjects and the grades. If you have GCSEs: just tell them how many you have and the grade range. Tell them your Maths and English grades if relevant.

## RELEVANT EXPERIENCE

- Doesn't just have to be paid work. Experience can include responsibilities in University societies, voluntary opportunities or even short work experiences.
- In reverse chronological order like your education section - start with most recent first.
- Include essential information for each job: dates you worked (month and year), company name, your job title.
- Relevant jobs should include bullet points of your main duties and the skills you used.
- This section can be split into 'relevant work experience and other work experience': so the employer can focus on the most important stuff.

## SKILLS (a section for skills-based and hybrid CV types)

- Use the skills the employer is asking for as headings: some skills can be combined like 'Organisation and Time Management' or 'Adaptability and Flexibility'.
- Put the skills in the order that are most important to the employer.
- Use three to four short bullet points to evidence your skills: this can come from work, study, volunteering, achievements, interests and positions of responsibility.
- Try to use Action Verbs in your examples such as: Delivered, Analysed, Presented, Negotiated.

## OTHER SECTIONS

Above are the basic sections of a CV, you might also want to add other sections such as:

- Personal Profile
- Achievements
- Hobbies and Interests

## Jane Smith

Mobile: 07000 111999

Email: j.smith2015@bathspa.ac.uk

## EDUCATION and QUALIFICATIONS

Sept 2014 - June 2017, Bath Spa University

**BA (Hons) Psychology with Business and Management**  
(Achieved 2:1)

*Key Modules*

**Industrial Relations:** Gained a broad understanding of concepts of employee relations and the effective management of these in small to medium enterprises (SMEs).

**Personal and Social Development:** Explored the needs of people in order to be fulfilled in the context of our daily and working lives.

**Dissertation:** Analysed trends in staff retention over a 10 year period for a large manufacturing organisation.

## RELEVANT EXPERIENCE

June 2016–Sept 2016, Cadburys Ltd (Bristol), HR Assistant – Work Placement

- Co-ordinated an employee satisfaction survey aimed at identifying areas of staff discontent.
- Supported various team members to carry out research, analyse data and make recommendations to senior personnel.
- Self-confidence increased as a result of gaining own areas of responsibility and by giving presentations to senior staff members at meetings.
- Assisted with general administrative duties and dealt with HR related queries, including payroll and staff contracts.
- Developed basic understanding of the essentials of employment law and HR practice.

## RELEVANT SKILLS

**Effective Communication**

- Presented complex information to large audiences with very little prior knowledge, increasing my confidence in this area.
- Engaged young people in thinking sustainably through a variety of approaches including interactive tasks and activities.

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As a student or recent graduate, **MyCareer** is your online portal for booking events, accessing appointments, submitting queries, and searching for jobs and placements.

You can also follow @bathspacareers on social media:  
**Facebook | Twitter | YouTube | LinkedIn | Instagram**

Every effort has been made to ensure the information in this resource guide is accurate but we recommend that you check all details carefully.

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