

## **STRUCTURING YOUR CV**

The below is a summary of the information that you should include in your CV.

There are a multitude of templates available for download online and we will not replicate them here, however we have highlighted some of the key issues for your convenience.

### **Curriculum Vitae template - structure**

The following are suggested headings for your CV.

#### **Heading**

Simply your name followed by the word 'CV', 'Curriculum Vitae' or 'Resume'.

#### **Personal Details**

This section includes your name, date of birth, address, and relevant contact details.

Aside from the obviously necessary contact details, the level of personal detail you include is entirely optional. This is a particular consideration if you are allowing your CV to appear on the web, where privacy can be more easily invaded. As a tip, it's important that you be cautious and sensible about how much personal detail you include in a CV.

#### **Personal Profile**

Five to seven high impact (and very short) statements that describe you. These are effectively your personal strengths and should be direct and concise. Be confident and positive when you construct these key statements, whilst remaining humble.

Always tailor these statements to the type of job you are seeking, and the person who will be reviewing it.

#### **Achievements**

Use high impact descriptions of your major achievements. Separate, compact, impressive statements.

Ensure you refer to facts, figures and timescales – prospective employers look for quantitative information – hard facts, not vague claims. These achievements should back up your Personal Profile claims made above – they are the evidence that you can do what you say. They must be relevant to the role you are seeking.

#### **Education and Qualifications**

The level of detail and type of detail in this section should change as your career progresses. For example, your university subjects and grades would be highly relevant when you are seeking your first or second job, but after working for 5-10 years, your university marks and qualifications warrant far less detail and prominence.

Include and emphasise details according to the jobs you are seeking, and what the employers will find most relevant and useful.

#### **Career History**

A compact, concise and neatly presented summary of your career history.

Start with the most recent or present job and end with the first. Show starting and finishing years, and include months. Show company name, city address – not necessarily the full address. Show your job title(s). Use a generally recognised job title if the actual job title is misleading or unclear.

#### **Other Relevant Experience (Including Specialisation and Capabilities)**

This is not your career history.

It is a bullet point description of your experience and/or your capabilities. Make sure you orientate these simple statements to meet the requirements of the reader. Try to use powerful statements and impressive language – be confident and check that your chosen language and descriptions look positive.

Prospective employers look for a range of key indicators including integrity, enthusiasm, passion, determination, initiative, creativity, originality, organisational ability, planning, cost-management, people skills, technical skills, diligence, reliability etc depending on the job.

Find examples of the relevant required behaviours from your life and encapsulate them in brief, impressive statements. Go for active rather than passive descriptions, i.e. where you are making things happen, not having things happen to you.

### **Personal Interests**

Include a brief section on your personal interests. These can be work related, and should also include your own interests outside of work.

### **File Naming**

Date the CV, and save as a relevant and adequately descriptive filename.