

### What makes a CV stand out in a crowd?

It is targeted - to the specific vacancy, role or sector you are applying for

It is clear and easy to read: logically ordered, a sensible font, and not cramped

It is informative but concise

It is accurate - in content, spelling and grammar

It is short - usually no need for more than 2 A4 pages

It is positive - shows confidence and highlights your strengths

### What sections should I include?

**Personal Details:** (doesn't need a heading saying "CV", it's obvious what it is!) Name, Full Address and Phone Number, e-mail address, LinkedIn URL, Visa Status (if applicable), Driving License

**Personal Profile:** This should be a brief description of you. It should include who you are, the main skills/experiences you bring, what you want to do etc. – this is a great opportunity to really sell your skills! Talk about awards, scholarships if relevant to make your stand out.

**Key Skills or Technical skills:** Your most relevant skills and abilities for the position you are applying for. Where possible don't just list it, explain how good you are, justify it. If your degree is technical in nature use this section to outline your

**Education** List your degree (full title); Expected grade or grade; Key modules and key projects. If you don't have relevant work experience this can be a great way of demonstrating competencies.

**Relevant Experience | Work Experience | Voluntary Experience** These can be three totally different sections within your CV but all give you the opportunity to demonstrate key skills and competencies for the role. Keep sentences short and precise. Use Bullet points as they look effective

**Professional memberships** List membership of any professional associations, any groups you're involved in

### What sections should I include? (cont)

**Awards and Achievements, Positions of Responsibility and Achievements** List any relevant awards and achievements. Perhaps you have a position of authority with a society or local committee.

**Interests and Hobbies** Only mention if they are current, they show you have an active interest in many things, and may make a point of discussion at the interview, or if they're relevant to the job you're applying for. Don't make the mistake of just listing things like "Keeping fit, reading and Socialising" it's just a waste of space. Make it relevant or lose it!

**References** Have at least two referees who would be prepared to give you a reference if required, ideally in a professional capacity. Make sure they know they are listed as a reference and they are aware of the position(s) that you are applying for

### DON'T

Include salary information and expectations. Include information which may be viewed negatively – failed exams, failed business ventures, reasons for leaving a job, points on your driving license. Don't lie, but just don't include this kind of information. Don't give the interviewer any reason to discard you at this stage.

Use jargon, acronyms, technical terms - unless essential.

Lie - employers have ways of checking what you put is true

Include a photo unless requested.



By [anthonymurray1](#)

[cheatography.com/anthonymurray1/](https://cheatography.com/anthonymurray1/)

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