



CV WRITING GUIDE

[JONLEE.CO.UK/CAREERS-ADVICE](https://jonlee.co.uk/careers-advice)



YOUR NAME

PHONE NUMBER | EMAIL ADDRESS ON ONE LINE

LINKEDIN

1) PERSONAL STATEMENT

A short statement geared towards the job you are applying for. You draw my attention to a punchy statement that explains precisely why I should be interested in you. I don't have to find it in your CV- you're going to tell me here! Make this succinct, only a few sentences long and rich with the keywords associated with that job (they're in the job description!). Use verbs not adjectives. Use the last line to express your desire to get this job.

2) WORK EXPERIENCE (REVERSE CHRONOLOGICAL ORDER)

JOB TITLE, EMPLOYER

DATE EMPLOYED FROM-TO

In one sentence briefly describe the role you held and what your responsibilities were. If the employer is perhaps not well known you may want to add a couple of words about what they do.

Then show me, in bullet points, what you achieved during this role or what particularly notable responsibilities you had. Use something like 'my achievements in this role included:' or 'I was responsible for:'

- Did you save money?
- Did you lead a team of 10?
- What made you stand out in this job?

Optionally include a final line about what else you may have gained from this role.

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3) EDUCATION (IN ORDER OF HIGHEST AWARD FIRST)

DEGREE NAME & TYPE E.G. BSC (CLASSIFICATION), INSTITUTION

DATE STUDIED FROM-TO

Include the modules you studied, where appropriate include your module score, e.g 'Introduction to

statistics (73%)’.

-Project/dissertation title: summarise the nature of your work, treat this like the work experience section, detailing what you achieved as a result of this. Think of the keywords again, demonstrate how you gained the skills required for the job within the work you’ve done.

A-Levels/GCSEs etc: Include where you studied and between what dates. You should state what mark you got for individual A-Levels (or other highest level of qualification) but don’t do this individually for GCSEs, simply state the number of GCSEs you have and in what grade grouping they are in (e.g. A*-C or 9-5). You may wish to point out English, Maths and Science separately if required for the job. Only if asked should you include individual grades.

Other qualifications/skills: If you have other qualifications, for example you are a trained lifeguard, or skills such as proficiency in a language or computer coding, then specify these.

4) HOBBIES AND INTERESTS

This isn’t an essential part of your CV, especially if it adds no real value, e.g. is there much point telling me you like watching TV? However, maybe you’ve participated in team sports or you are involved in a club or organisation either at university or elsewhere? These things all have transferable skills so think about what they are and highlight them!

5) REFERENCES

Again, not essential, and you should only really include this if they have been asked for. If you include them, include two references; one professional and one academic. It’s very important you get permission to include the contact details of these people and advise them they may be asked to provide a reference for you. It will make you look very bad if your potential employer contacts them and they had no idea they’d be asked – especially if they are unhappy about it!

CHECK LIST

YOUR INFO:

- ☐ Is your name and not 'Curriculum Vitae' the title of your CV?
- ☐ Have you included your contact details? Don't include any you don't really use (landline?)!
- ☐ Not labelled 'address' etc.? They know what they are so save the space and keep it neat!

PERSONAL STATEMENT:

- ☐ Have you kept it short? As in 4 or 5 lines.
- ☐ Have you used keywords relevant to the job? (They're in the job description!)
- ☐ Does your personal statement contain verbs not adjectives?

WORK HISTORY (only before education if your work history is more relevant/appropriate/impressive).

- ☐ Is it in reverse chronological order?
- ☐ Do you start with your job title first and then the employer name?
- ☐ Have you included from and to dates in the format 'month year to month year'?
- ☐ Have you given a brief summary of your employer? One line to describe who they are.
- ☐ Did you describe your role? This means 3 or 4 lines focussing on your responsibilities.
- ☐ Have you listed your achievements or notable responsibilities?
- ☐ Have you put these in bullet points?

EDUCATION

- ☐ Is your education listed in the order of highest award first?
- ☐ Have you briefly described your university? Set yourself apart!
- ☐ Have you broken down your degree? Including (if appropriate) module names and scores. This is recommended if your degree is the most notable part of your career so far.
- ☐ Is your dissertation/project specified? Including what you learned from it in relation to what is required for the job you are applying to.
- ☐ Are your A-Levels (or equivalent) listed individually with grades?
- ☐ Have you grouped your GCSEs together with a grade boundary, e.g. (A*-C or 9-5)?
- ☐ Have you included where you studied and from/to when for each level of education?
- ☐ Are any other qualifications or skills listed? Such as languages or certifications.

HOBBIES AND INTERESTS

- ☐ Do they show genuine achievements, responsibilities or transferable skills? If not, should you include them?

REFERENCES

- ☐ Do you have prior permission to include them? (You don't have to include them at all!)
- ☐ Is one academic and one professional/personal?

GENERAL

- ☐ Have someone else read it and give their feedback. This is invaluable!
- ☐ Read your CV back. Does it make sense?
- ☐ Are there spelling errors? Don't forget your computer won't show an error if it's spelled right but the wrong word, i.e. to/too or of/off.
- ☐ Look at it. Does it look professional? Try to keep to 2 pages but avoid big blank spaces.