

CV Guidelines

CVs are used to demonstrate to employers what knowledge, skills and experience you have. An effective CV will not only show your current abilities, but demonstrate the potential you have to be successful in the working environment.

How long should a CV be?

A CV should be no longer than two sides of A4. CVs that exceed this may not be read to the end, or at all. For part time work (during studies), a one page CV is sufficient.

Should I include my date of birth?

The Equality Act 2010 makes age discrimination illegal in the recruitment process, so no need to state your date of birth. Likewise, your gender, marital status, religion, or sexual orientation are not relevant to whether you can or cannot do the job.

Do I need to include a personal profile?

It is not essential to include one, but a profile can be a very useful opening introduction. Don't make it too long though – just a few lines will have greater impact. Summarise who you are professionally (eg final year Conservation Science student), what skills and experience you can offer, and what you are hoping to achieve (eg your career aim).

Do I list work experience or education first?

This depends on the type of CV you are creating and how much work experience you have. If you have recently graduated and don't have much work experience it is probably best to start with your education. For part time work, employers will be looking at what key skills and experiences you have in a working environment (customer service skills, teamwork etc) so put your work experience first.

Should I include my interests?

It's not necessary to include interests in a CV. If you do, use them as examples of specific achievements, such as teamwork roles, personal achievements, leadership roles etc.

How should I present my CV?

Ideally, aim to put your strongest and most recent qualification/experience towards the beginning of your CV, where it will be noticed by an employer. Avoid crowding your CV with too much narrative. Instead, stick to recent and relevant information. Always tailor your CV to each job you are applying for based on the information you have researched on the employer and the job.

It is important to have your CV proof read for spelling and grammar by someone you trust. Bad spelling or computer typos can often put an employer off instantly as it shows lack of attention to detail.

Sources of support

- The Careers and Employability Service is here to support you during your studies and for up to three years after you complete your course – www.cumbria.ac.uk/careers.
- You can get feedback on your CV, cover letter or job application by submitting it for review on [My Career Enriched](#). Include the job details (job advert, job description, person specification) and we will give you some written feedback and advice on what might need improving. We aim to respond within 5 working days so please take this into account with regards to closing dates.

The Careers & Employability Service accepts no responsibility for the use you make of the information in this hand-out. While we make every effort to ensure the accuracy of our content, the Careers & Employability Service does not make any warranty that this information or any onward links are complete, accurate or up-to-date.

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Name

Postal address (home and/or term-time)

Phone number(s) and email address (make sure your email address is something sensible!)

Personal Profile

This should sum up concisely who you are professionally, what you can offer an employer and what you are seeking in terms of a career. You don't need to include the heading "Personal Profile".

Hard-working, flexible and enthusiastic second year Sports student with excellent customer service skills seeks retail opportunity. Available evenings and weekends.

Work Experience

Summarise the jobs you have done (including any unpaid work experience and volunteering) starting with the most recent first. Include dates, your job title, name of the company and location. Briefly describe your main duties and any achievements and/or skills developed. This is the most important section of the CV.

Sept 2012 - July 2013 Recreation Assistant Sands Centre Carlisle

- Responsible for serving customers, taking payments, stock replenishment.
- Awarded bonus for exceeding membership sales targets three times.
- Developed skills in customer care, team-working, dealing effectively with complaints.

Education and Qualifications

Starting with the University of Cumbria and your current course, provide the dates of study and state your qualifications using their correct titles - eg BSc (Hons), BA (Hons). Refer to modules, projects or your dissertation if they are relevant to the job you are applying to. There is no need to list every GCSE. Just state the number you obtained and mention if you gained maths and English.

Sept 2010 – May 2013 University of Cumbria BA (Hons) Physical Education

- Excellent team-working and communication skills
- Demonstrated creativity, ability to generate ideas and problem-solve
- IT skills – Microsoft Word, Outlook and Excel

Sept 2003 – June 2010 Top High School Manchester

- 3 A levels
- 7 GCSEs A-C including English, Maths and IT

Additional Information

Include here any other information that you think the employer will need to know about you e.g. driving licence, ability to speak another language.

It is not necessary to give details of referees at this stage but do finish with a phrase like "Quality references available on request".