

CV and cover letter writing



In a competitive job market, your CV needs to help you stand out from the crowd. Follow these simple tips to help you land your dream job!

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Creating your CV – top tips

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Clear and concise

Your CV is more likely to be read by a machine than a human, so make sure it is clear and concise.

Personal details

Always include your full name, mobile number, email address and location, London, for example.

Keep it simple

- Choose a clean font like Calibri or Tahoma, NOT Comic Sans.
- Don't use logos or images to represent any brands or businesses.
- Use black and white only, no colour.
- Use bullet points for each role, no descriptive paragraphs.
- Keep it to two pages, three maximum.

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- Personal details, which may also include a LinkedIn URL if you have one.
- Personal profile or statement (see more on this below).
- Career/work experience with most current role first.
- Education and academic achievements.
- Hobbies and interests.

Don't include a picture of yourself – you want someone to judge you on what you can do and have done and not what you look like.

Personal profile

Your personal profile should include positive affirming words that describe you in a professional context, for example team player, able to work on own initiative, reliable, excellent interpersonal skills, high attention to detail, numerate, etc.

Make your hobbies sound interesting and don't just put 'reading' or 'travelling'. Expand on them – what type of books do you enjoy? Have you travelled on your own or been to some out of the way places? Have you done something for charity, or have you taken part in a race or led a sports team to victory? These give a little insight into who YOU are, and may be used as an ice breaker in an interview.

And finally

If you have gaps in your CV (for illness, travel, studying), don't be afraid to include them.

Be truthful on your CV – there's always a risk you will be found out!

And ALWAYS check, check and CHECK AGAIN for typos or grammatical mistakes – ask someone else to read through your CV if you are unsure.

You can find more help on how to build an excellent CV online. **Prospects**, which is primarily a graduate career website, describes the different types of CV, including for a school-leaver as well as for a graduate, with examples; and job search site **Indeed** provides a range of templates you can use.



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With thanks to Amanda Reuben for her input to this page.

Amanda is a highly experienced recruiter, who has worked with businesses throughout the UK and overseas in sourcing the best staff for them at mid to senior level across a variety of sectors.

She is adept at quickly understanding the needs of a business and its culture and values, and, equally, places great importance on thoroughly screening and interviewing candidates. She takes a holistic approach to recruitment, which includes advising businesses on succession planning and she works with candidates on crafting CVs, preparing them for interview and advising on career paths. You can find out more about Amanda on her [website](#).

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