**A guide to writing a CV**

Your CV is your first chance to introduce yourself to an employer, and first impressions really do count! Your CV should be clear and professional, so your application isn’t thrown onto the ‘no’ pile.

 Here are 5 useful tips to help make your CV successful.

1. Keep things organised

Make your future employer’s job easy for them and keep your CV organised. Using standard headlines like ‘Education’ or ‘professional Experience’ will help the reader to navigate your CV and is shows your organisation skills.

In general, your CV should include:

* Contact information
* This is so employers can contact you, include an appropriate email address, telephone number, and city – you don’t need to include your full address.
* Skills
* You don’t need to list every skill you have or can think of, but make sure the ones you use are relevant for the role you are applying for – check the job description and add those to your list if appropriate. You might be asked t talk about these skills at interview, so don’t be tempted to add skills you don’t have!
* Education
* Give details of your formal qualifications, including the place you studied at and subjects studied.
* Work history and experience
* This is a log of all your experiences, whether they are paid, voluntary, or part of your studies. Give an overview of your responsibilities, but keep in simple – bullet point if this is easier
* Make sure to add at least 3 key achievements for each experience you list – this shows employers that you don’t just show up, you take it seriously and perform well.
* Other achievements
* This is a place to write about anything else that makes you a well-rounded candidate. Awards, competitions you have won in and out of college, courses you have completed online/in person, certificates you have been awarded and examples of how you may excel in your hobbies and interests.

Your CV should not include:

* Your age
* An employer should not ask your age unless it directly affects the job.
* A photo
* Generally, photos are not included. This may be different if you are applying for modelling etc.
1. Be professional

Remember you are trying to convince an employer that you will be an asset tot heir organisation. Avoid using stylish fonts, or colour and keep your language professional.

Be aware of your email address; using something like boysindahood24@hotmail.co.uk will not make you look very professional. Using firstnme.surname@domainename.com is much better and more professional looking.

1. Tailor the CV to the job

Once your CV is written for one job, be careful when sending to another – you need to show you meet the needs of each role you are applying for. This doesn’t mean rewriting the whole thing but adapting the details, so they are relevant. If your CV is too generic it can give the impressions that you are lazy or uninterested in the job.

Use the job description to highlight the relevant skills required and consider your experiences, achievements, skills and even hobbies to see how you can use them to demonstrate that you match the core or essential requirements of the role. Add anything new or remove anything not applicable to the role before sending to the employer.

Unifrog CV builder can help with this  <https://www.unifrog.org/student/cv>

1. Be direct

Be proud of your achievements and everything you have done. Don’t be afraid to use positive language such as ‘developed’, ‘organised’. ‘Was responsible for’ or ‘achieved’. Claim your achievements as your own ‘I’ rather than ‘we’

Remember though don’t waffle be clear, concise and highlight key points.

Keep your CV to two sides of A4 maximum and be brutal in your editing.

1. Check, check, and check again

Don’t underestimate the importance od spelling and grammar. It will appear that you don’t care about the job if your CV is full of sloppy errors.

Ask a tutor, friend or family member to look over it before you send it to check all is correct.