

What is a CV?

A CV is a structured way of presenting information to a prospective employer to demonstrate how you meet the requirements for a vacancy. Your CV should be accompanied by a cover letter to highlight relevant skills and experiences and to explain why you are interested in that organisation.

What to include on your CV

Personal statement – you might want to include a short statement which highlights key points about yourself and your ambitions.

Educational background - you'll usually be expected to provide information on the schools, colleges or Universities you attended, courses taken and qualifications gained.

Work experience - you may be asked to describe or list the main duties of your current job, or any positions that you've held in the past. Don't worry if you don't have much experience, use projects you were involved in at school to help us understand the skills you used. Don't forget to include volunteering or other activities you have been involved in.

Dates - Put the information in each section in the date order of the experience; with the most recent experience at the top. Make sure that you include dates of education and work experience; including the date that a course is scheduled to finish if you are still studying.

Hobbies/interest – If you include information on your hobbies try to make them relevant to the role you are applying for. For example, they might demonstrate that you would enjoy working outdoors.

References - Full references and contact details do not need to be provided on your CV.

Contact information - Make sure that you provide your full postal address; employers might have a number of vacancies in different locations so it will be helpful for you to indicate the exact area where you live. Also include at least one phone number that you can be contacted on. Make sure that your email address sounds professional.

What to include in a cover letter

You should provide a cover letter to accompany your CV; this should highlight your skills and experience that make you suitable for the role. This should be tailored to each role and should explain why you are interested the organisation that you are applying to.

Include two or three paragraphs to outline:

- The role that you are applying for;
- Why you are interested in the role;
- Why you want to work for that organisation;
- Your skills and experience that make you suitable for the role.