



Kinetic How 2 Guides: Writing Your CV

You will hear 100 different tips from 100 different people and chances are that they will contradict one another. So, most importantly, make sure you are comfortable with the CV you hand out.

Keep in mind that your CV will need to pass the two minute test - ie an employer has little time and will decide to keep or bin your CV after looking at it for no more than two minutes.

What you include in your CV needs to be straight to the point and portray your knowledge, skills and achievements in fewer than two pages.

Sell the 'sizzle not the sausage' - don't give all the details on your CV. Leave them something to ask at interview but ensure you've covered all the key reasons why they should invite you to see them in the first place.

Most importantly, **DON'T BE BORING!** Be real but in a business-like/professional manner. It's both engaging and refreshing as so few people do it. By being different - in a respectful and professional way - you will stand out.

Format:

- Use a clear font
- Make sure you use wide margins i.e. a little text per line to make it easy to read. If you look at the majority of adverts, you'll see they make a lot of use of blank space because it sells
- If you are including any logos or pictures in your CV, ensure that they are compatible with all programmes, including Mac, Vista, XP and older Microsoft programmes
- It is generally accepted that the information which shows off your strongest attributes should be nearer the top on the first page while the least useful or relevant information should be nearer the bottom of the second page

Contact details:

You can save space by putting the following information as a header or footer:

- Full name (no need for middle names but let people know your legally registered name and also your preferred name if very different)
- Postal address
- Phone number (preferably mobile so you can see the number and act professional!)
- Email address (not the one you got at age twelve when you were "sexysarah69"!)



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Personal Profile:

- Keep it short, simple and relevant
- Avoid jargon and clichés

Key Skills/Achievements:

- Include all the skills you have developed as well as your non-academic achievements
- Use bullet points to make it easier to read
- Put the most relevant or important information at the top
- Include: Awards; Leadership skills (where they have developed from); Examples of your soft skills eg people management, customer service, entrepreneurial skills and your work ethic; Volunteering - only include this if you feel you have achieved something from volunteering which is relevant to the job you are applying for - the skills or the mark you've left; IT skills -list what you can competently use in detail ie not just MS Office but PowerPoint, Word, XL, Access, Outlook, Photoshop, recording software etc.

Career to date/Work experience:

- The most recent work experience/job should be first and then work backwards
- Give the name of the company, the position you held and the time period you held that position
- Highlight the skills you gained

Education/Qualification/Training:

- The most recent qualification should go first and then work backwards through your history
- Record the educational institutes you attended and when, the level of the qualification, the subject and the grade in brackets next to the subject.
- Do not include any qualification or certificates, such as first aid, unless they are in date i.e. no more than three years old



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Interests:

- You can really show off your personality here so put in the things you do outside of education/work but make sure you spell out why it is relevant i.e. team sports suggest a team player, solo sports suggest someone working under their own initiative
- Don't just put down generic stereotypes such as "socialising" or "reading"

Reference:

- You do not need to include references for the employer to make a judgement
- It is perfectly acceptable to just include at the end of the CV: 'References available on request'. You can add that personal, academic and professional references are available (if you have them!)