Maxim Resources

The Perfect CV

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What is a CV

A curriculum vitae (CV) is a brief written summary of a person's professional history, qualifications, and education. The term resume is a common synonym for CV in North America (but not elsewhere).

In many countries, a brief CV is the first piece of information that a potential employer receives from a job seeker, and CVs are commonly used to select candidates, often followed by an interview. In an age when technology pervades our daily lives, it is now common for applicants to send an electronic version of their CV to employers via email, a job board and or an employment-oriented online service such as LinkedIn.

Why is it important

Your CV is your first chance to make a good first impression to a potential employer. A strong CV will significantly increase the chances of getting a face-to-face interview, so it is worthwhile to invest time and effort in its creation and presentation. It will make or break your ability to obtain the desired position. As a result, you must emphasise your skills, knowledge and value.

What to include

- Your name and contact information
- A short and relevant personal statement
- Work experience - *List your previous roles in reverse chronological order, with the most recent job at the top and the least recent at the bottom of your CV*
- Technical and interpersonal abilities
- Education and qualifications
- Community and volunteering experience (if you have it)
- Achievements and interests
- If you have a driving license and access to your own vehicle

What not to include

- A photograph of yourself
- Multiple fonts, sizes and colours (Just stick to a maximum of two of each)
- Your date of birth, relationship status, religion, passport information or bank account details
- Too much text (keep too two pages if you can)
- Incorrect spelling

How to Structure a CV

Your Name
Your name is important, it should be at the top of the document. The word 'CV' should never be used in the title of your CV because it is a waste of valuable space.

Contact Information
It is critical to include your contact information on your CV; otherwise, the employer may be unable to contact you, rendering your CV useless. All you need is your phone number, email address, and the city/town where you want to work.

Personal Statement
Write a brief paragraph describing why you're looking for work and what kind of work you're looking for. It's also a good idea to write about your main skills, along with examples of how you've used them.

Work Experience
The majority of the CV. Clearly write your position, the name of the company, how long you worked there, and the duties of the role. Highlight any accomplishments you've received to demonstrate your worth to the company.

Education and Qualifications
Grades from school, college, or university, for example, should be listed here. Keep it brief and to the point. In addition, list any relevant qualifications you have obtained that will set you apart from the crowd.

Interests and Hobbies
Finally, explain your interests and hobbies in a paragraph. When applying for jobs, your personality will be important because employers want you to fit into their company culture.

Your Name

0118 900 1234
email@example.com
Reading

Personal Statement

Work Experience
Position
Company
Dates you worked there

Position
Company
Dates you worked there

Education
Maths (9)
English (9)
Health and Social Care Level 3

Interests

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