

PLAN YOUR WINNING CV



CONTACT DETAILS

Your address, telephone number and email can run across the page to save space. Include your LinkedIn profile if you have one. You don't need to include your date of birth, gender, marital status or nationality.

PERSONAL PROFILE

How will you convey who you are, what you have and where you want to be in a short personal profile statement?

Give it a go...

EDUCATION

Think of the really pertinent aspects of your education. You need to draw attention to relevant modules, projects, specialist skills. How will you make them stand out?

Have a go here...

EMPLOYMENT AND WORK EXPERIENCE

Think about the role – what work experience do you have that you think is most relevant? How will you group your work experience to make the most relevant stand out (for example 'customer services' or 'laboratory skills')? What did you achieve? What value did you add to the organisation? You might consider using 'relevant experience' and 'other experience'.

Relevant experience...

Other experience...

INTERESTS AND ACHIEVEMENTS

Only use the ones which demonstrate you have the skills that are required for the job, show your level of involvement and/or any responsibility they entail.

Make a start on identifying some things you can use here...

REFERENCES

Though you don't need to name them on your CV at this point, remember to approach people to get their permission to be contacted.

Jot down one academic and one work-related referee you can ask here...

