

# How to write a knockout CV



Here's a few words of advice on how best to structure and write your CV. Don't forget to turn over to see an example CV layout.

## Formatting

Make sure your CV is concise and clear. Use a legible font, no smaller than size 10. Use a mixture of bullet points and long form writing, but make sure your CV is no longer than 2 pages. Unless you're in a design or creative industry, photographs and imagery are not needed.

## Personal Details

You'd be surprised how many people don't include all their personal information. Make sure to include your full name, contact details and address.

## Personal Statement

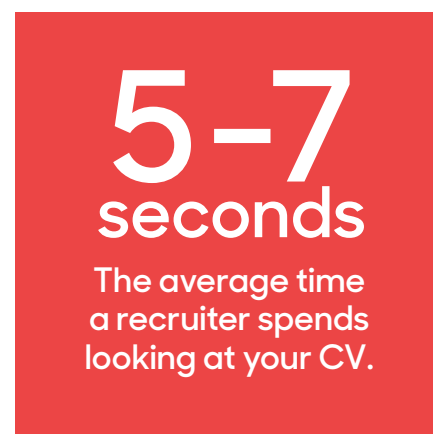
**This is your hook.** Make it short and punchy, encouraging them to read further. Use clear and simple language to showcase your key skills for the role.

## Work Experience

- ✔ Start with your most recent work experience and work backwards
- ✔ Include all relevant work experience
- ✔ For each entry, include your job title, company name, length of time in the role, and key responsibilities for each
- ✔ Don't feel the need to include every job you've ever had if it goes too far back or isn't relevant. (Chances are your paper round won't be the deciding factor in getting you an interview...)

## Education & Professional Qualifications

List out your **educational experience** and your **professional qualifications** here. Start with the most recent. However, if you're a recent graduate, you may want to put this section above work experience just to draw attention to your graduation year and your degree.

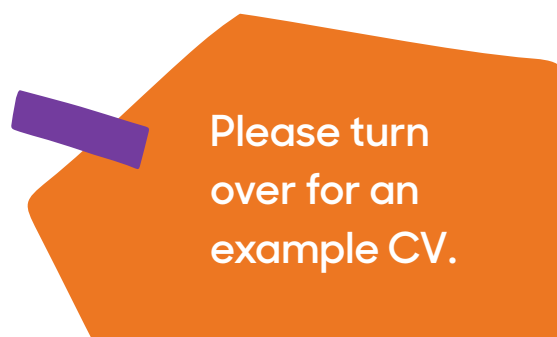


## Achievements

Here you can describe the exact **skills and experiences** that make you a perfect fit for the job. Read through the job description and mention examples of previous achievements that match.

## Hobbies & Interests

If space is tight, this section isn't a necessity. However, if you have some interests or hobbies relevant to the job that are interesting, this could be the opportunity to **add some personality** to your CV that still showcases how you fit the job description.



Please turn over for an example CV.

# Example CV:

## Your Name

02920 123 456 / 07891 234 567

name@emailaddress.co.uk

Address: Building, Street, Area, City, Postcode.

## Personal Statement

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## Work Experience

### Company name, 2009 – Present

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## Education & Qualifications

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## Achievements

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## Hobbies & Interests

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