

Your CV (Curriculum Vitae) and covering letter gives you the chance to showcase your talent to the employer, showing off all of your skills and abilities. You want to be able to sell yourself to show the recruiter that you're the right person for the job.

CV'S

A few tips...

- ◇ Put your personal details at the top of the document in the header
- ◇ Your CV should not be longer than two pages
- ◇ Use a minimum font size of 9 and maximum of 12
- ◇ Use font styles 'Times New Roman' or 'Tahoma'
- ◇ Don't make the font too small to fit in more info
- ◇ Don't make the font too large either to fill white space - white space can also be a good thing
- ◇ Put your name and headings in **BOLD**
- ◇ Use bullet points
- ◇ Always check for spelling mistakes - get someone else to read over it
- ◇ Use a sensible and professional email address

What to Include...

- ◇ Personal details - name, address and contact details
- ◇ Personal profile - a mini advert summarising your main skills and qualities, work experience and career aims.
- ◇ Education and Qualifications - start with your most recent qualifications first
- ◇ Interests and achievements - include your hobbies, interests and achievements (e.g sports you like, subjects, competitions, DofE etc)
- ◇ Skills and qualities - any computer skills, languages you can speak, personal qualities etc

[See CV Samples on the Careers Page](#)