



Follow our CV Tips and ensure that your CV stands out to a potential employer



## Checklist

What to include in your CV:

Your Name

- Address, Telephone number & e-mail
- Personal statement
- Employment (*Most recent first*)
- Education / Qualification (*in date order – most recent last*)
- Interests
- References available on request

## How should I write my CV?

### Fonts

Use a clear font like Calibri or Arial and set the font size to 11 or 12. Set the size of your name to 14 – make it stand out!

### Personal Statement

This should be 3-4 lines explaining your professional experience, what you could bring to a workplace, your key attributes and your intended future career path

### Employment History

*(Place this before Education)*

Always start with your most recent employment first and use bullet points to list your responsibilities, see example below:

#### RealBee Recruitment

April 2001 – Present

##### *Administrator*

- Responsible for answering all telephone calls
- Main point of contact for all customer service both face to face and over the phone
- Dealing with enquiries
- Taking bookings

### Education

Your education should be in chronological order

### Interests

What you like to do in your spare time

### References

Do not write your references on your CV, simply write “References available on request”



## What shouldn't be on my CV?

### 1. Irrelevant lists of previous jobs

If you have a long career history try to keep it down to the last 5 years unless the experience previous to this is relevant to the position you are applying for.

### 2. Spelling and, grammar mistakes

Always proof read your CV, you would not want to get rejected for an interview because of a typo.

### 3. A photo

Unless your picture is very professional, never use a photo on your CV, this is not the place for a selfie.

### 4. Unprofessional formatting

To into account the font and size of your text, use a clear font like Calibri or Arial and use 11 or 12 as the size of your font.

### 5. Keep it real, not false

Remember to always be honest and not to embellish, exaggerated or lie on your CV, when you get to interview stages you will be asked questions based on your CV and experience, if you CV does not state the facts then you could become unstuck in your interview.

### 6. Ditch the thesaurus and jargon

Using words or phrases in the wrong context in an attempt to appear more knowledgeable can actually make your lack of experience more obvious.

## Remember

Be clear, concise, and honest you are not writing your life story, especially not a fictional one, but simply summing up the facts about your career history showing how relevant you are to your industry.

**Always Proof Read!**

## Example of CV Layout

### Joe Bloggs

Jubilee Place, Station Road, North Hykeham, Lincoln, LN6 3QX  
01522 701707 | joebloggs@blueorca.co.uk

As an administrator, I feel it is important to deliver a high standard of customer service at all times. With 6 years' experience in administration I feel that I could bring great team skills as well as, strong customer service and great problem solving logic to my next opportunity. I hope to gain an opportunity that allows me the opportunity to develop my current skills.

#### Employment

##### Blue Orca

April 2011 – Present

##### Senior Administrator

- Responsible for answering all telephone calls
- Main point of contact for all customer service, face to face and over the phone
- Taking bookings

##### Blue Orca

April 2007 – April 2011

##### Administrator

- Responsible for answering all telephone calls
- Main point of contact for all customer service, face to face and over the phone
- Taking bookings

##### Blue Orca

April 2007 – 2005

##### Office Junior

- Responsible for answering all telephone calls
- Main point of contact for all customer service, face to face and over the phone
- Taking bookings

#### Education / Qualifications

1994 – 1999

##### Secondary School

##### GCSE's

Maths	C
English	C
Science	C

2000 – 2001

##### College

NVQ L2 in Business & Administration

Word L2

Excel L2

#### Interests

In my spare time I like to go rock climbing and wind surfing

*References available on request*