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# HOW TO WRITE A GREAT CV

Your Opportunity to Shine

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A well written and well structured CV will ensure you promote yourself to your best advantage, set you apart from other applicants and help you to secure an interview for that gem of a job.

There is no single way to construct a CV; it is your document and can be structured and presented as you wish, although the basic guideline is below and you can download a sample Rubyred CV from our Advice page.

Your CV should ideally cover no more than two pages and never more than three. Aim to ensure the content is clear, structured, concise and relevant.

Use bullet points rather than full sentences can help minimise word usage.

A basic CV may need tailoring to each job application.

The completed CV needs to be checked carefully for grammatical errors and spelling mistakes and to ensure that it makes sense.

A potential employer will use the details provided on your CV to form interview questions.

It should be clear and easy to read. Gaps in career history should be explained and falsehoods and inaccuracies avoided at all costs.

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Current salary details should not be included.

Personal details: Most CVs start with these. Name; Address; contact details, driving license. Avoid unnecessary details, such as religion, Date of Birth, children's names, marital status etc.

Profile: This is an opportunity to add personality to your CV and give an explanation as to why you are interested in a specific position within your chosen career. Keep it concise and to approximately 5 sentences.

Education and Qualifications: Include the names of schools, colleges, Universities and the dates attended. This reads better if placed in reverse order – So most recent first - university before school results. Be sure to include subjects studied and good results.

Work experience: Like your education, your career history is presented in reverse date order starting with most recent. Remember to include company name, date (to and from) of employment, your job title. Follow this with your achievements and responsibilities listed against each role. More emphasis/information should be put on more recent jobs. Bring out the achievements and responsibilities which are most specific and relevant to the role you are applying for.

Skills: Include computer skills Genuine foreign language skills e.g. Those at which you are fluent or intermediate level. Include recent training/development that is relevant to the role applied for.

Hobbies and Interests: Keep this section short. Don't list absolutely everything you are interested in.

Referees: These can simply be 'Available on request'. Make sure that you have ready the names of two contacts (One previous employer - Ideally your most recent and one personal referee. It is best if this person is not a family member) who have given their permission to be contacted by either Rubyred Recruitment or your potential future employer.