

Writing a CV

Guidelines

Length: **2 Pages maximum**. It is your promotional tool and you need to give as much information as possible.

You can, if you wish, include a **two or three sentence profile** of yourself with your previous experience, if relevant, your current status and what you are looking for career wise. The profile should go after your personal details.



Use **reverse chronological order dates** i.e. your most recent education and work experience first working backwards.

Use **'action' words** – words that invoke action imagery: responsible for..., created, initiated and analysed. Avoid 'I' statements.

Your CV should be clear, concise, and easy to read. **Use strong headings (bold) and bullet points.** Do not use paragraphs. The typeface should be conservative, i.e. Times New Roman, at pt.12 or pt.10 if there is a lot of information.



Your CV needs to be absolutely error-free – spelling mistakes make a very bad impression on your prospective employer.

Unless specifically requested, do not attach references. Do attach a list of potential referees with their contact details, and their consent!

Steps in Creating an Effective CV

A CV or Resume is a document intended to give a brief but full account of your life to date in relation to your educational background, work experience, abilities and interests.

Content

An effective CV will contain all or most of the following information in the following order

- **Personal Details:** Name, address, telephone number and email address. You do not need to include your date of birth and marital status if you do not wish to do so.
- **Education and Training:** You should include Secondary and Third level education details-name of school/college, addresses, dates attended and important exams taken. Primary education is not necessary. Include also, additional training qualifications especially those that highlight skills development (e.g. computer courses)
- **Work Experience:** Include paid/unpaid employment, full-time/part-time, and voluntary experience, detailing position, responsibilities and skills.



- **Interests and Hobbies:** List interests, hobbies, membership of clubs/local organisations/community groups.
- **Referees:** A referee is someone who agrees to give a verbal (more common now) or written reference to a prospective employer on your behalf. Therefore, he/she needs to be someone who knows your work or academic ability and is contactable by telephone. An academic referee (Course Co-ordinator /Head of Dept) **and** an employer are the usual two types of referees used while still in education. Include their address and telephone number.

NB* **Reverse Chronological order** (Most recent experience first) essential.

Go to Sample CVs and Sample Cover Letters for examples.

More examples can be found on the following websites:

www.gradireland.com , www.liv.ac.uk/careers (A-Z, click CV & cover letters).

Resumes are used in the USA and Canada particularly. Samples and guidelines for writing Resumes can be found on <http://www.resumesamples.info/>

Please note that these samples serve only as a guide and should not be copied exactly as employers can easily spot identikit CVs!

IMPORTANT: Always have someone else read through your CV- make an appointment with a Careers Adviser in CIT's Careers & Counselling Service, 2nd floor, Student Centre Tel: 021 4326678 .