



## Writing a CV

### Helpful Tips

- CVs should never longer than two sides.
- Always word process your CV and use a readable font such as Arial.
- Always have a copy of your CV saved on a computer or memory stick so that you are able to make tailor it to job applications.
- If you are sending your CV by post rather than emailing it try to use good quality paper.
- Because you have control over the information you put in a CV through the layout and well used language you can make sure that you emphasis your strengths.
- The language you use should be positive and concise. Your CV is marketing you and you only have two sides in which to do this so make sure that each word is powerful and well used. (see useful words below)
- You should include your personal details, your name, address, telephone numbers and email. You do not have to include your date of birth, gender or your nationality.
- There are many different styles of CVs depending on what the focus of the job, your employment history and skills and education. Chose the style that complements your experience best. Use some of the useful links on this site to help you chose the format that best suits you.
- **Never** try and write a CV completely on your own. People find it hard to recognise their own skills. Use local employment support agencies, and your friends and family who will give you good honest feedback on how your CV reads and any improvements that can be made.

- After **Personal Details** most CVs now start with a **Personal Statement**. This is two or three active sentences about yourself bringing out your specific and transferable skills and stating your career aims. It is a way of catching the employers attention from the start and can be tailored for individual job applications. This section should be **SHORT, ACTIVE and CONCISE**.
- If you have gaps in your employment history, explain them and say what you were doing in that time- for example looking after children, voluntary work etc. This will help to avoid difficult questions at interview.
- If you don't have much experience of work think about what you have been doing in other areas of your life and emphasis your transferable skills. Transferable skills are skills that you have learnt in one area of your life that can be applied to others such as budgeting and team work.
- A CV should include at the end a bit about your interests. This helps the employer to build a picture of you as a person. Don't just list your interests but say what you do in a bit more detail and what you have achieved as a result.
- Do not lie on your CV. The employer may ask you questions about anything that you include so be prepared.
- Always send your CV with a covering letter. This should be short and concise introducing yourself and highlighting some of your main achievements that are relevant to the job you are applying for

### **Words that you may want to use when writing your CV**

numeracy	literacy	time management	problem solving	budgeting
analysed	assertive	mature	co-ordinated	initiative
completed	versatile	self motivated	developed	teamwork
created	energetic	confident	improved	Punctual
demonstrated	honest	ambitious	supervised	reliable
designed	hard working	efficient	prepared	target driven
delivered	organised	quick to learn	planned	initiative

evaluated	flexible	creative	implemented	achieved
adaptable	responsible	achieved	identified	driven

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