

Section 1: Contact Details

Necessity: Name, Address, Phone Number (home and mobile), Email address.

Optional: Date of birth, Nationality (include visa status, if not British), Gender.

Note: Please be careful with your email address, ensure that it comes across as professional for example johnsmith@hotmail.com (appropriate), johnlazydrunksmith@hotmail.com (funny, yet highly inappropriate), remember that your offer letter could be sent to this address.

Section 2: Personal Summary

This section is incredibly important, it allows you to summarise who you are, where you have been and where you want to go in a few lines. A great place to start is by writing your profession ie:

- An experienced wholesale merchandiser experienced in all aspects of the critical path...
- A Marketing Graduate with work experience in...

Try to view your CV from the point of view of the person reading it, it will help you see the most appropriate information to include.

Section 3: Education and Qualifications

Start with your most recent qualifications, listing the institute in which you gained the qualification and the grade obtained.

- For a degree, include relevant modules studied and dissertation topic.
- For A-levels include subjects and grades.
- For GCSE summarise how many A-C grades and list English and Maths separately.

Please do not include details of primary school education.

Section 4: Additional Skills

Note down any additional skills such as languages, computer packages and whether you hold a UK driving license. You would be surprised how often these skills can make you stand apart from rival candidates and lead to clinching a new job.

Section 5: Employment

Start with your most recent employment, giving the name of the company, the dates that you worked for them and your position. It can be very helpful to give a clear, brief description of what the company does. Next list what your main roles in the company were, try not to just give a generic job description, instead think about your achievements in the company, such as increasing sales or hitting targets. Remember that you may be changing jobs but many skills are transferable between positions and industries.

Try to remember not to be too wordy, and use bullet points to get the information across. Another important point is that employers are mostly interested in information that applies to them and their role, adapt your CV with each application.

Section 6: Personal Interests

This section is not entirely necessary however, it can be a great place to convey something of your personality. Don't lie in this section as it could come out in the future if you are successful at interview. Include activities and interests which give a sense of the type of person you are and what motivates you in life.

Finally try to remember that the person reading your CV knows nothing about you, make it clear concise and easy to understand. Don't just keep adding new jobs to it over the years, start from scratch and really freshenit up, change the layout, and illustrate how wonderful you really are. Don't forget that your CV directly impacts everything you will buy for the next twenty years, your car and your house, give it the time it deserves and sell yourself.