



# MEDWAY VOLUNTEER NETWORK

## *Tips for writing a Curriculum Vitae*

Ideally your CV should be as unique as you are, but the format and layout can be more effective if they comply with certain expectations and is easy to read and approachable. To help you with this, we have created a suggested CV layout that you might find useful along with some tips for when you are writing a CV.

### Some tips for when creating a CV:

- Ensure it is accurate (e.g. dates, grades etc)
- Include details of your skills/experiences within job you mention – you can include skills gained as well as those used
- When being reviewed by potential recruiters, most CVs have around 20 seconds to stand out – so every word should count. It's worth spending time reviewing and revising, including coming back to it across several days to see if you can prune it more. Give it to others also to check that anyone can read and understand it.
- Keep a consistent style (including use of fonts, language and layout) throughout the document.
- Use language to appropriately reflect your skills or involvement in an activity. For example: Did you... analyse, research, remove, manage, innovate, design, develop, plan? For your part in an activity did you... succeed, complete, finish, on-time, deliver, win, sell, certify, deploy?
- Avoid overly technical information and jargon as this could confuse the person reviewing your CV.
- Be as positive as possible when describing yourself, avoiding clichés where possible, and ensure you can evidence anything you say about yourself. Positive descriptions might include such words as: Accurate, Adaptable, Confident, Hard-working, Innovative, Pro-active, Reliable and Responsible.
- Check your spelling and punctuation throughout the document to ensure it is accurate.



### Suggested CV layout:

#### **Your Name**

Email contact details – Contact telephone number

*Address information*

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#### **PERSONAL STATEMENT**

This should include only a few lines to briefly outline your strengths and interests in the type of roles you'd be a good fit for. You do not need to list all your skills here as they will appear later in your CV. The aim here is to simply promote your professional attributes and goals.

## **WORK EXPERIENCE**

**Job Title – Dates of Employment** (date format should be Month YYYY e.g. November 2011 – May 2012)  
Company Name & Location -

Responsibilities:

- Provide key achievements within a role and try to highlight the skills used to obtain your goal
- *Using bullet points will help you to present this information clearly and succinctly.*
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**Job Title – Dates of Employment** (date format should be Month YYYY e.g. November 2011 – May 2012)  
Company Name & Location -

Responsibilities:

- Provide key achievements within a role and try to highlight the skills used to obtain your goal
- 

**Job Title – Dates of Employment** (date format should be Month YYYY e.g. November 2011 – May 2012)  
Company Name & Location -

Responsibilities:

- Provide key achievements within a role and try to highlight the skills used to obtain your goal
- 

*REPEAT THIS LIST AS MANY TIMES AS REQUIRED FOR YOUR WORK EXPERIENCE HISTORY – REMEMBERING TO EXPLAIN ANY GAPS IN YOUR WORK HISTORY (e.g. Career Break, Unemployed, Volunteering)*

## **EDUCATION**

List your qualifications, starting with the most recently achieved first. For example:

**B.Sc (Hons) 2:1, Subject Name – Dates of Study** (date format should be Month YYYY e.g. November 2011 – May 2012)  
University Name and Location -

**A-Levels, June 2006 – June 2008**  
School/College Name and Location -

List of your qualifications and grades – e.g. Maths: A  
Chemistry: B  
English: B

**GCSE's, June 2003 – June 2008**  
School/College Name and Location -

List of your qualifications and grades – e.g. Maths: A  
Chemistry: B  
English: B

## **VOCATIONAL TRAINING**

List any relevant vocational training/qualifications you have achieved, starting with the most recently achieved first. For example:

**Understanding Autism, June 2009**  
Awarding Body Name and Location

**Manual Handling Course, April 2009**  
Awarding Body Name and Location

## **REFERENCES**

Provide details of two people who are able to offer you a reference (including a professional reference – e.g. current/past employer). Or you can state here that 'References are available on request'.