



JOB DESCRIPTIONS

Rather than simply listing your basic daily duties, this is the perfect place to include your key achievements during your time with a company. This is one of the first things an employer will look for and will help you to stand out from the crowd. In addition, including some of the less common tasks you undertook in a role will help potential employers identify any transferable skills. For example, completing payroll or invoicing work as part of an admin role may put you in contention for some form of financial role.

THE PREFERRED ORDER FOR YOUR CV IS AS FOLLOWS

1. **Name and Contact Details** – Full name, address, telephone numbers and email address (include a mobile number whenever possible)
2. **Goals / Aspirations (optional)** – Your long term career goals or plans (if you are a student or new to employment, this is a good place to include what you are looking to gain from a post, or if you have a career planned within a specific sector)
3. **Personal Profile** – Tell the employer about yourself and why you are perfect – you can include your key attributes, strengths and best qualities
4. **Employment History** – Detailed list of previous employment, including dates (you should list approximately 10 years starting with most your most recent role and explain briefly any gaps between posts)
5. **Education** – Details of your education and/or qualifications
6. **Key Skills (optional)** – Key skills gained during previous roles, e.g. Communication, Project Management etc. In particular, list any you have gained during working life which may not be clear from your job descriptions (if you include this section, avoid repetition of bullet 3)
7. **Hobbies and Interests (optional)** – Details of your interest and hobbies (e.g. building cars, repairing computers, paragliding etc – the less common the better, although always consider what a hobby is saying about you)
8. **References** – Contact details for previous employment or character references (include at least two, one of which should be your most recent employer)

STAND OUT

Avoid common phrases like “I work well as an individual or as part of a team”. You want your CV to stand out from the rest and your Personal Profile should be used to tell the employer why you are the perfect candidate for this particular role, and not be a generic statement. This is also a good place to include why you would like to work for the company and make your enthusiasm clear.

ADJUST YOUR CV FOR EACH ROLE

You should take the time to review and adjust your CV for each job for which you apply, to make sure your relevant skills or experience are clear. This is particularly important when someone has a wide range of attributes and experience gained across a variety of sectors. If you are applying for a marketing role, include all experience but ensure that the focus of your CV is on the marketing-relevant skills. Keep the less relevant information brief and expand upon the details the employer will be looking for.