

**Why do I need a CV?**

A CV, which stands for ‘curriculum vitae’, is a document used to apply for jobs. It includes a summary of your education, skills and experience and is your chance to showcase what you can offer to a potential employer.

**How long should my CV be?**

A CV should be no longer than two sides of A4. It is best to aim for one page, or one and a half pages, to keep it concise and easy to read.

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### **CV checklist**

* **Contact details** - full name, address, phone number, email address
* **Profile** - highlight your key attributes and your career aims (around 100 words. This could be tailored to focus on the most important attributes for the role you are applying for e.g. key design skills for a graphic design role, key marketing skills for a digital marketing role.
* **Education** - list and date your education and qualifications, including grades
* **Work experience** - list and date relevant work experience. Include your job title, employer, how long you worked there, and your key responsibilities
* **Skills and achievements** - relevant skills e.g. a foreign language, competence with a computer software, copper pipework for plumbing
* **Interests** - relevant interests e.g. writing your own blog, being part of a computer programmers group, designing graphics in your spare time, or even hobbies such as reading, running, team sports which help an employer know more about you
* **References** - you can just write 'references available upon request' here at this point, rather than putting down specific contact details. This also saves some space
* **Cover letter** - employers might ask for a cover letter as well as a CV. This is a one page summary of why you want the job, and why you’re the perfect candidate. It is important that you make this specific to each role you are applying for.

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### **Formatting**

* Use your name as the title
* Use section headings to break up the space
* Use professional fonts like Ariel or Calibri, in size 10-12
* List everything in reverse chronological order, so the most recent activity is at the top
* Use clear spacing and bullet points to make it easy to read
* Use a spellchecker and ask somebody else to check over your grammar and spelling
* Save the document as something that identifies you, such as ‘John\_Smith\_CV’

### **Get in touch with Train4Tomorrow**

If you have any questions, or are in need of further support, please contact Train4Tomorrow at: [skillslaunchpad@devon.gov.uk](mailto:skillslaunchpad@devon.gov.uk)