

## How to Write a CV

The manner in which way a CV or resume is presented can make all the difference in getting you noticed. There are many conflicting opinions as to what is the best approach to represent your work experience. The length, style and format are key factors in getting your details read. Your CV should be a clear, concise, and accurate reflection of yourself and your work attainments to-date. Here are a few tips we have picked up-

**CV LAYOUT AND CONTENT:** There are no specific rules here, but the best CVs are well spaced out and contain the most relevant, eye-catching information first. If possible, avoid writing in first person prose or third person.

The style of CV that is most universally accepted is brief introduction to each role followed by short sharp bullet points explaining your core responsibilities and achievements. If this is the format adopted, the CV should remain enough to catch attention but not take 10 pages. There is no set length a CV should be, but unnecessary detail and description can dilute the key information.

You should include the following details:

**PERSONAL:** Name, address, telephone no's and e-mail address.

**PROFILE:** You may want to write a short introduction to prime the potential employer with an overview of your skills, qualifications, achievements and ambitions. Keep this brief 3 lines at most. You can also list any additional information i.e. technical skills, languages spoken etc.

**CAREER HISTORY:** Put in reverse chronological order (i.e. most recent first,) with dates, company name and job title. Include your achievements in addition to your responsibilities. Keep this information concise and relevant, bullet points are recommended rather than prose. Have more detail about more recent and longer placements.

**EDUCATION AND QUALIFICATIONS:** Display this information in reverse chronological order, and ensure it is relevant to your current skills.

**HOBBIES AND INTERESTS:** This is optional and should be restricted to a brief overview.

**REFEREES:** Names and addresses of two suitable referees, recent employers or academic if you have only recently left education.

### DO'S and DON'TS

- DO pay attention to presentation. It must be a well produced business like document.
- DO make clear and easy to read.
- DO include the month and year for each major entry under career history.
- DO explain any gaps in education and experience.
- DO NOT use fancy graphic images, type styles or symbols.
- DO NOT waffle. Omit any non-essential information such as the occupation of your partner, your NI number etc.

For more advice and useful tips, please contact a member of Cuff Jones :

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