



CV WRITING

COLLEAGUE WORKBOOK

CV WRITING

CONTENTS



Introduction



CV checklist



CV formats



Achievements



Profile statement



Optional sections



Final tips for a successful CV

INTRODUCTION



The purpose of this workbook is to help you enhance and polish your CV



Is the CV dead? Will LinkedIn take over? We cover both the CV and LinkedIn in this interactive workbook. Right now, both are still needed. The key is keeping them consistent with each other



We recommend that you initially create your CV as a record of what you've done and then start to think about tailoring it for future roles, and this section will help you with that.



CV CHECKLIST



You should include:

Name	Yes
Telephone contact	Yes - Mobile and/or home
Personal email address	Yes
LinkedIn URL	Get this from your profile and paste it to the top of your CV
Career history	Yes
University / college education	Yes
Secondary school	Yes – only if less than 5 years' work experience
Professional memberships	Yes
Knowledge/Key skills section	Some people like to highlight this on their CV as a separate section
Training & development	Yes – if relevant
Publications, research, working groups	Yes
Voluntary work	Yes
Hobbies and interests	Yes – if relevant



You should not include:

Date of birth	No – unless you have less than 5 years' work experience
Religion	No
Referees	No
Marital Status	No
Sexual Orientation	No
No. of children	No
Political affiliations	No
Reasons for leaving	No
Any conflicts with employer, colleagues, etc.	No
Disabilities/ill health	No- Include in covering letter if affects ability to work
Exaggerations	Don't make up a degree or anything to do with work!
Criminal convictions	No – if required to disclose these then do so in a covering letter or in person, but not on a cv

Possible

Address	Better to include the location of where you'd like to work
Nationality / rights to work in UK	If appropriate/necessary
Driving licence	If applicable for what you are applying for
Photo	Much debate on this - LinkedIn has them, so why not on a CV?

CV FORMATS

Click for more info

Chronological

Functional (skills based)

Contractor / Interim

Career gap

Technical

ACHIEVEMENTS

- Go back to the notes you've started on your most recent role
- You will have initially written down roughly what you did
- Now try to identify your achievements in the last role:



What did you do?



How did you do it?



Timescales/when you did it



Outcome or result

Identify some ideas about what you did in each role.

Do you have any metrics to make things more tangible? If for instance, you identified a process you could improve, how much time did that save? The aim is to give the reader an idea of what you've achieved.

It's not always easy to have measurable achievements, but with some creativity you can turn your responsibilities into achievements using the questions above.

PROFILE STATEMENT



Goes at the top of your CV, but often easier to write once you've written the rest of the document



Ideally 4 or 5 lines long, and it summarises your key skills and experience



Try to come up with something that is focused towards what you are looking to do next



Ideally, you will tailor your CV for every role you go for, and that applies to the profile statement as well.

Use the space below to type ideas for your profile statement.



OPTIONAL SECTIONS

Click for more info

Skills listing

Education

Professional development

Volunteering

Personal information

FINAL TIPS



Reminder - tailor your CV for each specific role



Produce a well organised professional document



Check and re-check to ensure correct grammar and punctuation



Two pairs of eyes - ask someone to check it before it gets sent out



Once you are happy with your CV you can move onto LinkedIn to create or update your profile.

