



Useful Resources for Writing a CV



Where to start...

Struggling to know where to start with creating/updating your CV? There are some great (free) online resources which take you through what to do to stand out from the crowd with your CV.

Online Resources

[My World of Work](#) - From CV's to training, to job search, My World of Work will guide you through it all!

[My perfect CV](#) – have templates for you to work through. They ask you to populate information fields and build your CV for you.

[CV.co.uk](#) – Again have templates to work through. Also have templates for cover letters.

[Reed](#) – From writing your CV to job searching and applications, Reed has it covered.

General Template

If you just need a standard template to work from, there is a copy below which is a good place to start.

Getting writing

Your CV isn't purely about the content – you can have the best written CV in the world and not get far if your presentation is lacking. You need to find a balance between good content, and a high standard of presentation to catch the recruiter's eye.

Of course, your formatting approach may depend upon the industry you are applying to. But, there are a few simple do's and don'ts that everyone should keep in mind.

Do:

Keep it concise. To be effective, keep to the point. Your CV shouldn't take up any more than 2 sides of A4.

Have a professional font. This ensures your CV can be easily scanned/read. Keep to fonts such as Calibri or Times New Roman. Comic Sans is not your friend!

Presentation. Use sufficient spacing, clear section headings (e.g. work experience, education) and a reverse chronological order to keep things clear and easily legible.



Highlight your strengths. Layout your CV to

Format your CV to maximise the impact of your application. For example, if you feel a lack of experience is holding you back, lead with education instead. As long as you can relate it back to the role in question, how you order the sections is very much up to you.

Use bullet points. They're a great way to draw attention to any key facts or relevant information, allowing a hiring manager to skim the document easily and find out your significant achievements without having to wade through the hyperbole.

Don't:

Be afraid of white space. Don't fear the gaps. Even if you think your CV looks quite bare, as long as you've included all the relevant information and applicable, quantifiable achievements, you needn't worry. Remember: Sometimes less is more.

Try to include too much. The ideal CV should be a checklist of all of your accomplishments. It should not be your life story. Tailoring your CV to the role is a great way to skim some of the fat and keep all waffle to a minimum.

Include irrelevant information. Before including any points in your application, ask the same question: will it help you get the role. If the answer is no, take it out. Hobbies and interests are a great example. If they don't help you stand out, don't waste valuable space.

Forget your cover letter. Although it is often seen as a different entity all together, your cover letter is attached to your CV and both are vital in helping you clinch the right role. Utilise yours properly, and your CV becomes the perfect document to reinforce your talent. Oh, they didn't say include one? Still do. Every extra opportunity to sell yourself should be taken.

Experiment with size. You may think that changing font size is a great way to fit your CV onto two pages. But whether you're using large font to make your application seem longer or you're using smaller font to make sure everything fits, you're not fooling anyone. See also, margin size.



Contact:
t: 01259 213 840
e: admin@ctsi.org.uk
w: www.ctsi.org.uk

Address:
The Hub,
Whins Road,
Alloa FK10 3TA



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