

Creating a CV?

You'll usually need to submit a CV, but you may be requested to provide various pieces of documentation that detail your experience, strengths, and potential to meet the essential criteria of the role you're applying for.

Please check the job advert to understand what we need from you when you apply. You can find this under the **What you need to submit** section.

Creating a CV (Curriculum Vitae) is a way of providing a potential employer with your relevant experience and relevant information. Here's an easy-to-understand guide to help you craft an effective CV.

Please read this section carefully as any documentation missing will not be considered as part of your application.

Contact Information

Start with your personal details at the top of your CV.

Name: Your full name

Phone Number: Which is your main contact number

Email Address: Which is your main contact email

Home Address: (Optional) Your current address or city

CV Summary

A brief statement (2-3 sentences) summarising your key skills, experiences, and career goals. This can be tailored to identify key essential criteria for the role you are applying to, if this is not already highlighted within the rest of your CV.

Education

List your educational background in reverse chronological order (most recent first). Please ensure any education requested as part of the essential criteria is clearly highlighted in this section.

Examples of education you could include in this section: This information is provided for England, Wales and Northern Ireland by Gov.UK: [What qualification levels mean: England, Wales and Northern Ireland - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/what-qualification-levels-mean-england-wales-and-northern-ireland).

To find equivalent guidance for other countries: [What qualification levels mean: Other countries - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/what-qualification-levels-mean-other-countries)

- **Education Type:** Examples provided in the above
- **Grade/Grades achieved:** Clearly state the grade you achieved for each education type
- **Education Provider:** Include the name of the provider
- **Any relevant projects included in this study**

Employment History/Work Experience

Include any relevant work experience, internships, or volunteer work. List these in reverse chronological order.

Job Title: Your role

Company Name: Name of the company or organisation

Location: City and county

Dates of Employment: Month and year started and ended/or currently employed there

Responsibilities and Achievements: Bullet points highlighting what you did and any achievements. Keeping in mind the essential criteria for the role you are applying to.

If you have had an extensive career, you are not required to go into detail for each role. However, where it is applicable to the essential criteria this can be highlighted and information provided. We recommend providing detail for your past 3 positions.

Key Skills

List your relevant skills. These can be technical skills, soft skills, or languages you speak. This is another section where you can evidence more of the essential criteria of the role.

Certifications and Training (Optional)

Include any relevant certifications or training programmes you have completed. For example, health and safety certificates, cash handling certificates.

Projects (Optional)

Highlight any projects you have worked on that are relevant to the position. This can help strengthen your application and highlight more of the essential criteria points.

Extracurricular Activities and Leadership (optional)

Include any relevant activities or leadership role that you may feel are relevant to the role you are applying to.

References (Optional)

You can either list your references or state that they are available upon request.

Formatting Tips

- **Length:** Keep your CV to as few pages as possible and try to highlight only the most important information.
- **Font:** Use a professional font such as Arial, Calibri, or Times New Roman, size 10-12.
- **Layout:** Use clear headings and bullet points for easy readability.
- **Consistency:** Ensure consistent formatting throughout (e.g., same date format, font sizes).
- **Page Numbers:** Insert page numbers using 'Head and Footer' option so the hiring team can keep your CV in order.

Final Checklist

- Include any relevant certifications or training programmes you have completed. For example, health and safety certificates, cash handling certificates. Proofread for spelling and grammar errors.
- Ensure all contact information is up-to-date.
- Ensure all essential and desirable criteria is demonstrated clearly.