

CV Writing Tips

Your Curriculum Vitae (CV) is often the first impression you make on an employer. A well-written CV clearly communicates your education, skills, achievements, and potential, helping you stand out from other applicants.

What Every Strong CV Should Include

- Contact Information – Full name, phone number, professional email address, and location.
- Professional Profile – A brief summary highlighting who you are and your career goals.
- Education – List your most recent qualifications first.
- Experience – Include jobs, internships, volunteering, leadership roles, and projects.
- Skills – Highlight technical and transferable skills relevant to the role.
- Achievements & Certifications – Include awards, training, and relevant certificates.

Top CV Tips

- Keep your CV to one or two pages.
- Tailor your CV for each opportunity.
- Use action words such as Led, Organised, Developed, and Created.
- Check spelling and grammar carefully.
- Use a clean, consistent layout with clear headings.
- Always save and send your CV as a PDF unless instructed otherwise.

NEXT STEPS

- ☐ Update your CV using these tips.
- ☐ Ask a mentor, teacher, or friend to review it.
- ☐ Tailor your CV for a specific job or internship.
- ☐ Save your final version as a PDF ready to apply for opportunities.