



do my cv



CV Writing Services for all stages of your career

CV WRITING ADVICE - GENERAL OVERVIEW

Formatting, graphics, and images

Use bold, underlining, and italics sparingly for emphasis e.g. titles and headings.

Do not use all capital letters.

Use graphics or images sparingly for emphasis or effect.

Chronological or Functional Style

A Chronological Style CV is the most common format and is preferred by employers. Work history and education are sorted by date in order of most recent first.

A Functional Style CV may be best if you want to focus on your skills and experience and have changed careers often, or have large unexplained gaps in your work history. But be careful as Functional Style CVs could be viewed as attempting to hide gaps.

MOST IMPORTANT. Do not try to hide any gaps. There is usually a perfectly good reason that can be explained at interview (redundancy, childbirth, illness, travel etc).

Writing style

Keep sentences short and use the past tense.

Start every sentence with a verb or action word.

Write in the third person i.e. don't use the word 'I'.

Check and read your CV to make sure the spelling is correct.

Print on good quality plain white A4 paper only.

Length

Keep your CV between 1 and 3 pages long and paragraphs to a maximum of 6 lines.

Use a maximum of 6 bullet points together, each bullet not more than one or two sentences.

What to include

- Positive statements – don't include any negatives or anything critical.
- Good grades and achievements – don't include poor grades, or unfortunate work experiences.

Provide examples and evidence

- Find out what skills, experience, and qualifications are sought for the jobs you are applying for and think of what you have done that matches those attributes.
- Be specific, relevant, and factual; give full details and provide proof for any claims you make e.g. if you claim to be a good communicator then explain exactly what you did in your job that demonstrates this claim.

Remember – tell the truth!

What not to include

- Any political or trade union affiliations.
- Reasons for wanting to move on.
- Do not state your existing or expected salary.
- Health issues or any disabilities you have.
- Any children you have.

THE CV ITSELF

Personal details

Name, address, phone numbers, email address.

If you are not a citizen of the UK then include your nationality and working Visa status.

There is no need to include gender, date of birth, marital status, weight, height, or number of children.

Profile

A profile is a good idea as it gives an opportunity to summarise your most relevant attributes.

However, keep it short – a few sentences – and briefly describe your key skills, experience, and qualifications.

Education

- If you are currently attending or due to finish school, college or university, expand on what experience, skills, and knowledge your study has given you.
- Give more detail to higher qualifications listed such as degrees, masters and doctorates
- Include Honours if awarded.
- Don't include poor grades.
- Give relevant course details and dates.
- If you do not have any formal qualifications then put down other educational courses or training such as vocational courses (NVQs etc), night school, continuing education, seminars, or workshops.
- Write 'graduating in mm/yy' if you have not yet graduated.
- Don't worry if you have nothing to put in an education section. Concentrate on the other sections of your CV, highlighting the skills and experience you have gained.

Work history

- Give most detail about recent jobs. What you did 30 years ago may not be as relevant today, so company name and job title will suffice.
- Concentrate on achievements as well as responsibilities. Show what you achieved for the company during your time there.
- Don't just copy your current job description.
- Include any voluntary or work placement activities. The prospective employer will be interested in the experience gained regardless of whether or not it was paid.
- When listing your various jobs, include details that illustrate exactly how they have given you the skills you claim to have.
- Don't undervalue your experiences – demonstrate how and why they have given you useful skills.

Other information you can include:

Languages - include your level of fluency, i.e. fluent, intermediate, or basic and state each for if you read, write, or speak.

Computer literacy - highlight the software packages you have used such as Microsoft Word, Excel, PowerPoint etc.

Secretarial - include the number of words per minute you can type to show your ability to type quickly and accurately.

Also published works, membership of relevant professional bodies, clubs or societies, etc.

References

Do not include details unless specifically requested.

Now you have finished, send it to info@domycv.com without any obligation.

We will check it for you FREE of charge and give our professional opinion for you to consider.

HOWEVER! If all this seems a bit too much hassle, don't worry – we can do it all for you. Just go to www.domycv.com, choose which type of CV you need, and we'll do the rest. Your new CV will be ready in 10 working days!