



[www.kinetic-plc.co.uk](http://www.kinetic-plc.co.uk)

recruitment excellence since 1983

When looking for work, your CV is the first thing that prospective employers see, so you want to get it right.

Your CV is your opportunity to promote yourself, and a good CV is vital in securing an interview for your next job.

## CV's: How to write your CV!



Proudly  
employee  
owned.



Corporate  
Member



**Registered Head Office:** Kinetic Recruitment Services, Lancastrian Office Centre, Talbot Road, Stretford, Manchester M32 0FP

# What information should be in your CV?

The structure of a CV can be flexible, allowing you to showcase your skill set and experiences, but there are standard sections that employers expect to see on your CV.

**Name & Contact Details** – your prospective employer must be able to contact you, so provide your name and ideally a minimum of 2 forms of contact (usually email and phone/mobile). You do not need to title the CV, ensure your name is prominent and can act as a title.

**Personal Profile/Statement** - this is one of the most important aspects of your CV. It gives you the opportunity to refer to the requirements of the role you are applying for, you should write your statement bespoke to each type of role you apply for, making your introduction sound like you're the right person for the job. Including details such as what you can offer an employer and what your career goals are, give an overview of who you are and highlight your qualities but keep it short and simple, no more than a few lines should be enough.

**Work/Employment History** – listing from most recent role backwards, state your previous employer, job title, dates of employment and a summary of the role you performed, including skills, responsibilities and achievements and emphasising any that are similar to the role you are applying for. If you have a long list of previous employers, reduce the amount of detail you add to the older positions to keep it relevant and current. It is OK to have gaps in your CV, be ready to explain what you were doing during those gaps between jobs (education/travel/care/redundancy etc).

# What information should be in your CV?

**Skills** - if you have some pertinent skills you would like to highlight it will strengthen your CV or if you're applying for your first job, you can focus on skills you've learned through projects, work experience or volunteering.

**Education & Qualifications** – include names of your qualifications and the grades achieved, the dates and institution you attended (school/university etc) You can add this after the introduction if you're early in your career or do not have much work experience. If you have many qualifications/certifications it is better to list them in order of importance to your career and separate educational from vocational.

**Hobbies & Interests** – for prospective employers to know a little about your personality and your potential fit into their organisation, it is fine to add a few hobbies and interests.

**References** – it is good practice to state “references available on request” as this allows you to seek consent from the referee at the next stage of the application process.

# CV Advice

## Useful Tips

When you write your CV, remember to:

**Be consistent** - using the same style through out your CV (Headings, Fonts, Text Size).

**Choose a good font** - a clear font like Arial, Times New Roman or Calibri in size 10-12 is for best readability.

**Draw attention** - using headings and bullet points to make it easier to read and more striking.

**Keep it brief** - be clear and to the point aiming for around 1-3 sides of A4 (depending on experience levels).

**Proofread** - check or get someone else to read it to double check your spelling and grammar.

## Get advice

There are many resources available to get you started. Check out:

<https://www.cv-library.co.uk/career-advice/cv/>

<https://nationalcareers.service.gov.uk/careers-advice/cv-sections>

