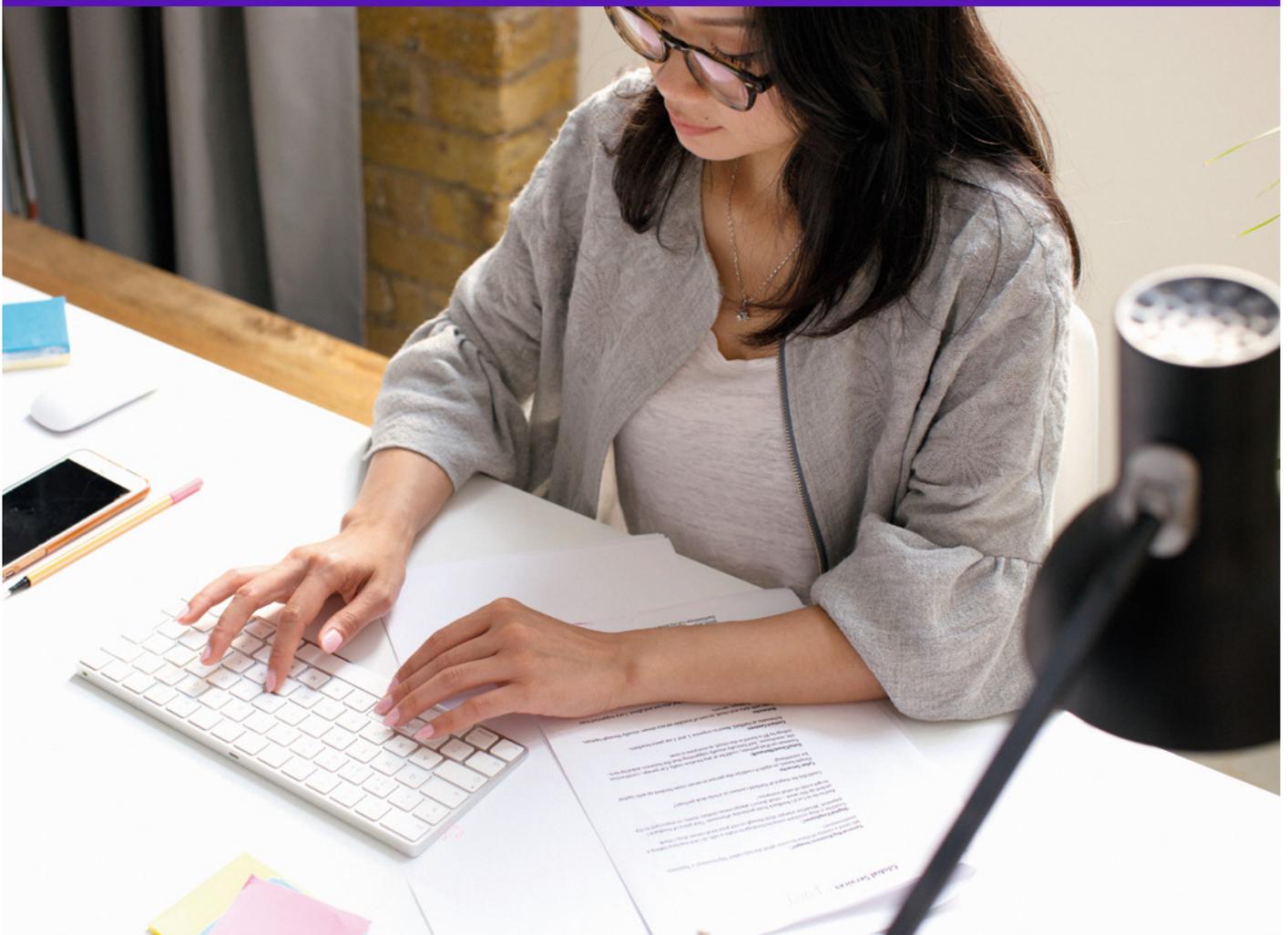




# Resource pack

## Make your CV work for you



# Top tips for your CV

Employers see hundreds of CVs on a day-to-day basis, so making yours stand out for the right reasons is vital. [Research has shown that employers take around 7 seconds before deciding if they want to move on to the next CV](#), so it's important to grab their attention right away.

Knowing what's relevant, what to disregard and exactly how to write a CV can be tricky. You'll find some great advice and tips below to make sure your CV has the impact you want! Remember to look out for some more help and advice on our Skills for Tomorrow page at the bottom of this pack.

## Lets get started

### Contact information



If an employer likes your CV, they'll want to talk to you – so you need to list the right contact information.

An employer might get your voicemail when they call you. Make sure you've recorded a suitable message or leave it to the default greeting.



Always include your full name, not your nickname.

Sometimes, emails can get lost in your spam folder, if you're expecting an email, make sure you check your spam/junk folder regularly.



If you have LinkedIn, you may want to include your LinkedIn handle, that way, an employer can view your profile and may even choose to message you direct.

### Top tips

Don't include your full address. This is personal information that isn't required unless you have a job offer. Otherwise you risk posting your personal details out each and every time you apply for a job! Employers generally use email as the first point of contact. You should however include your town name and location to give the employer an idea of where you live.

Historically date of birth was a requirement, but it no longer is now so you can leave it out without feeling you are being dishonest. There is also no need to include marital status, sex or religion.

A CV is about your ability to do the job.

## Your personal statement



This is your chance to introduce yourself and describe what opportunities you're looking for.

Describe your skills, experience and interests and how they relate to the opportunities and type of roles you're applying for.

You can also talk about a goal or ambition you have. Show potential employers what makes you the best person for the job.

Some other things to think about when writing your personal statement:

- What are your interests?
- What are your greatest achievements?
- What is your ambition?
- What are your greatest strengths?

## Top tips

All personal statements should be tailored to the role in question. No exceptions!  
Use the job description to your advantage  
Always aim to edit your personal statement for each role you apply for. That way, you can ensure you're really selling yourself for that specific role, rather than simply sending the same generic statement for each application. Use the job description to your advantage

Use the job description to answer:

- Why you want to work in the industry?
- What skills make you right for the role?
- Where do you want to go in your career?



## Education



Education is one of a few key sections employers look for on your CV. This information will inform interviewers of your background, which can be a helpful way to understand more about your fit for the role.

If your education is particularly relevant to the position or includes any credentials that are required for the job, this section may quickly set you apart from other candidates.

You have several options when it comes to choosing where and how you list education on your CV. You can identify the best place to put your education on your CV by carefully reading job descriptions.

This will often help you understand whether certain levels of education are essential, nice-to-have or unnecessary for each role.

Be sure to highlight any top grades and awards you've won.

### Top tips

What qualifications you choose to include on your CV is largely dependent on what stage of your career you're in, and where your most impressive accomplishments lie.

Take the time to read the job specification and skills needed and cater your CV to that.

Your most successful achievements (educational or career history) are the ones worth showcasing, so draw attention to your most impressive accomplishments and focus on what paints you in the best light from an employer's perspective at the top of your CV.



## Work experience



This section should show the employer your career path and its relevance to their role. Don't worry too much if you don't have much work experience, if this is the case, you'll want to focus more on your education outlining any key skills and maybe some projects you've taken part in.

Highlight the most relevant parts of any previous jobs you've had, focusing on responsibilities and achievements. Include a short summary of the role first and then bullet point any key achievements within that role. (Refer to our template CV's to see some examples)

Mention any volunteer work. Employers love seeing this, and it shows you're committed to furthering your career.

Don't forget to include any short-term roles you've done, if it's relevant to the role you're applying for, be sure to include this.

Highlight the most relevant parts of any previous jobs you've had, focusing on responsibilities and achievements. Try not to bullet point all the sections, you should have a short summary of the role first and then bullet point any key achievements within that role. (Refer to our template CV's to see some examples)

### Top tips

Always ensure your previous roles are in chronological order with the most recent employment first.

If you have a gap in employment and are worried about how this may come across, you can always enter dates as month to month or year to year, rather than specific dates.

For jobs that were many years ago, or if you've had a number of jobs in a short period, you can group these jobs, for example, "2001-2003 worked in temporary roles within the retail sector".

## Key skills



The skills section summarises your strengths and qualities that you have gained through the experiences listed on your CV. The skills to include in this section depend on the industry, position and your personal background. Research the skills relevant to the industry or position and read the job description carefully to determine if you have the skills to apply for the role. Here are some examples below:

Computer	word, excel, powerpoint, outlook
Networking	talking to new people, building relationships
Web	Coding, Dreamweaver, Wordpress
Writing	Creative writing, research, editing
Organisational	planning, coordinating, managing teams
Design	drawing, Photoshop, CAD, InDesign
Numerical	financial literacy, mental arithmetic, economics
Communication	presenting, negotiating, teamworking

## Extracurricular activities or Other interests/positions



Employers want to learn about you as an individual to see if you'll be a good fit for their company.

You can use this section here to showcase your personality a little. What you enjoy doing or anything extra you do outside of work.

Writing about your important life experiences adds character to your CV and can highlight key transferrable skills, such as teamwork skills developed through playing a sport.

You can also add additional sections targeted toward your audience which can include professional certifications, publications, industry awards and extra training—anything that is relevant to who's reading your CV. This is a chance to stand out so use the space wisely to showcase your unique achievements.

If you are a student, you can list your volunteer experience and academic achievements. Mention things you can discuss in further detail at the interview.

It may be appropriate to include hobbies and interests on your CV if you have limited work experience. You can mention specific non-work activities in an entry-level CV if they portray you as a good fit for the employer, such as activities that demonstrate your dedication to a cause the employer works with or allow you to practice skills you use on the job.

Some employers may not need references, so their inclusion may not be necessary. You can give employers the option to ask for references, which can show them that you are willing to reach out to your network to those who can vouch for you.

## Finally...



- Keep your CV to a maximum of 2 pages
- The size of your font should be size 11 or 12
- Try to use a modern font such as Arial, Verdana, Comic Sans and Tahoma

Don't submit your CV without checking it thoroughly. Spelling and grammar mistakes don't give a great first impression. Run a spell check in Word to make sure it's perfect. Ask someone to read it over and suggest any improvements – they might notice important things you've missed, or spot an error.

Don't leave a potential employer to join the dots. Tailor your CV to each application to avoid being overlooked.

With your CV sorted, focus on your professional social network using sites like [LinkedIn](#). It works like an online CV and networking tool. Remember, that employers may search for information on you online, so ensure your social media accounts reflect the impression you want to give to an employer or make them private.

### Some recommended videos on our Skills for Tomorrow portal:

<https://www.bt.com/skillsfortomorrow/work-life/your-story-your-brand-your-cv>

When applying for jobs you need to stand out from the crowd. Having a strong story and personal brand can help you show employers what you offer. In this video, we uncover how what makes you unique can be your greatest strength.

<https://www.bt.com/skillsfortomorrow/work-life/your-skills-what-are-employers-looking-for>

Whether you are ready to start your career or looking for a new role you will have valuable skills and experience. It's just a case of knowing how to identify and describe them. In this second video of the series our guests explore the hard and soft skills all employers are looking for.

## Join our upcoming free Work Ready webinars

Register here: <https://www.bt.com/workready>

