

Change Agents UK - CV Advice and Checklist

- Name and contact details**
 - Make sure they can contact you, include a phone number (with voicemail) and email address.
 - Do not need to include: Date of birth, ethnic origin, a photo of yourself, your National Insurance number or any other unnecessary personal data.
- Short personal profile**
 - Around 70 words that identify the skills you have, what you are looking for and puts across your personality.
 - Tailor this section for every role you are applying for
- Education details**
 - Listed in reverse chronological order (newest at the top)
 - Secondary school upwards
 - Subjects and Grades – not always necessary to detail grades – particularly once you have reached a new education level ie. University degree – do not need to list every GCSE and result.
Example: 10 GCSEs grade A-B
- Work experience**
 - Include dates
 - What your role entailed
 - Skills used or gained that are relevant to the new opportunity
- Voluntary experience**
 - Include dates
 - Skills used or gained that are relevant to the new opportunity
- Qualifications and Skills**
 - E.g. Driving license, First Aid, IT Skills
 - Can be combined with hobbies and interest
 - E.g. As a Scout / Girl Guide I have learned to work as part of a team whilst working towards my Duke of Edinburgh Award.
- Hobbies and interests**
 - Opportunity to showcase who you are outside of school/work and the relevant skills you have gained from it
 - E.g. Sports club, Weekend activities (not socialising)
- References**
 - No contact details
 - Would advise: References Available upon Request

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CV Format

There are a number of way to present information on your CV, we recommend two formats:

Chronological CV

- This format follows the checklist above and is the most widely used format.
- You can change the order, putting work experience above educational details may be more relevant.
- Make sure your include details on your work experience, what did your role entail, did you receive any positive feedback or formal recognition, what skills did you use or gain.

Skills-based CV

- This can be a great way to write your CV if you do not have much work experience yet. It can showcase the range of skills you have gained from all aspect life. Still start with contact details and education, then move into a skills section with key headings, before finishing with any work or voluntary experience you have.
- Make sure you look at the key skills mentioned in the job description and address them
This could include, Leadership, Organisation, Presenting, Working in a team, IT skills etc.

Appearance and Impression

- No more than 2 sides of A4
- Maximum font size 12 minimum font size 10
- Grammatically correct: Read it; Spell Check it; Ask a friend or family member to do the same
- Aesthetically pleasing:
 - Not too much or too little white space
 - Professional Fonts and Styles only

Document Name

- Save a new version of your CV for every job application.
- Use your name and the role title or the company name as the file name.
- This is particularly important if you are going to be submitting your CV online or in an email, it shows that you have tailored your application and makes it easy to find.
- Include your own name on the second page in the header.