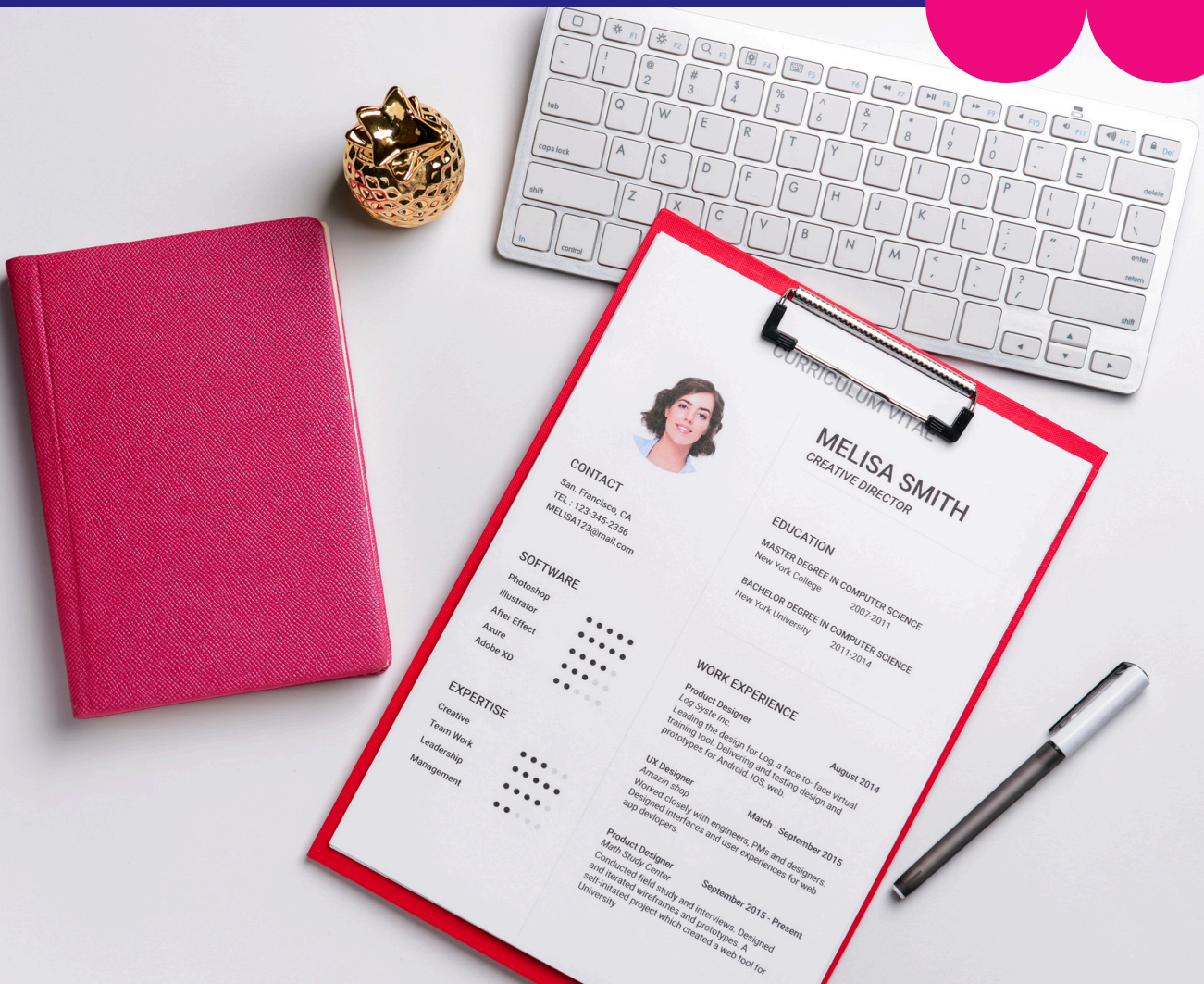
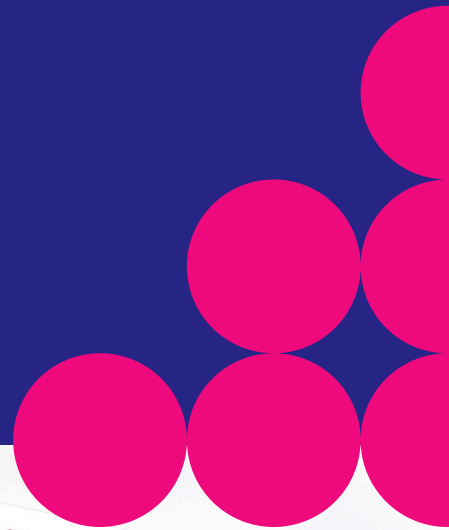




Writing your CV

Mont Rose Guide to

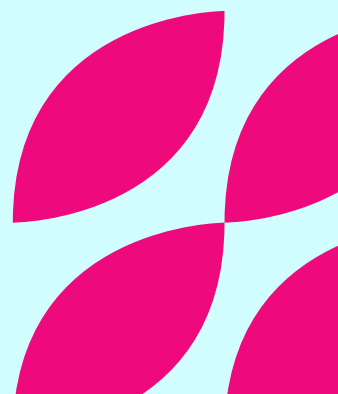


Writing Your CV: A Mini Guide

Your CV (Curriculum Vitae) is often the first impression an employer has of you. Think of it as your personal marketing tool: it should highlight your skills, experience, and achievements clearly and professionally. A strong CV doesn't just list jobs – it shows why you are the right person for the role.



Resumes are not just about past jobs, they are about your future potential.” – Richard Nelson Bolles



Why a Good CV Matters



- First Filter: Employers often spend less than 10 seconds scanning a CV.
- Opens Doors: A clear, tailored CV can lead to an interview invitation.
- Shows Professionalism: A well-structured CV proves attention to detail.

General CV Principles



- Keep it concise: 1-2 pages is ideal.
- Tailor to the job: Highlight skills and experience relevant to the role.
- Be clear and structured: Use headings, bullet points, and consistent formatting.
- No spelling/grammar errors: Proofread carefully.
- Show results: Employers want to see impact, not just duties.

CV Structure

1. Contact Details

- Full name, phone number, professional email, LinkedIn (if you have one).
- No need for national insurance number, age, photo, or full address (city and postcode are enough).

2. Personal Statement (Profile)

- 3-4 sentences about who you are, your strengths, and what you're aiming for.
- Keep it professional and targeted to the role.



Continued...

3. Skills

- List key skills relevant to the job (e.g., teamwork, IT skills, customer service).
- Use a mix of soft skills and technical abilities.

4. Work Experience

- Start with most recent job/internship first.
- Use bullet points for responsibilities and achievements.

Example: "Managed social media accounts, increasing engagement by 25% in 3 months."

5. Education

- Most recent qualifications first.
- Include degree/diploma, college/university, and year.



6. Achievements (Optional)

- Awards, certificates, volunteer work, or projects.

7. References

- You can write "References available on request".

Common CV Mistakes to Avoid



- ✗ Too long or too short (stick to 1-2 pages).
- ✗ Using an unprofessional email (use your name, not nicknames).
- ✗ Overloading with buzzwords (“hard-working, motivated”) without evidence.
- ✗ Including irrelevant details (hobbies like “watching Netflix” don’t help).
- ✗ Spelling and formatting errors.



*“Details matter. It’s worth waiting to get it right.”
– Steve Jobs*

CV CHECKLIST

CONTENT

Clear personal statement tailored to the role

Relevant skills listed

Work experience with achievements (not just duties)

Education clearly listed

Optional: achievements, volunteering, projects

PRESENTATION

Consistent font and formatting

No spelling or grammar mistakes

Bullet points, not long paragraphs

CV length 1-2 pages

PROFESSIONALISM

Contact details updated (email, phone, LinkedIn)

Professional email address

References available (if asked)

Saved as a PDF for sending

KEY TAKEAWAY

A CV is not your life story — it's your highlight reel.

Employers should be able to glance at your CV and

immediately see why you're a good fit. "Opportunities don't

happen, you create them." - Chris Grosser



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Guide to writing your CV

