

Optimising your CV

CV is the abbreviation of Curriculum Vitae which is Latin for “course of life,” which we know to be the document that you provide companies with to showcase your skills, proficiency, and experience. Your CV is the very first impression that an employer has of you, so should present you and your capabilities in the best possible way.

We’ve compiled some tips below which will help you to update your CV.

What information should your CV contain?

- **Personal details in a letterhead format** - Name, address, phone numbers, email, LinkedIn (if possible)
- **Objective** - A paragraph outlining your aims for your career.
- **Skills** -List of your relevant work-based skills, i.e., attention to detail, organisation, 65 WPM for an office-based role, culinary expertise for a kitchen-based role
- **Work experience** - Starting with your latest position, an overview of your jobs including your title, dates worked there, responsibilities within the role, achievements during your time there, reason for leaving.
- **Education** - Starting with your most recent educational achievements, including when and where they were achieved i.e., June 2007 - Saffron Walden College, and the according grades
- **Awards & recognition** - Details of any relevant awards or recognition received, i.e., special projects worked on, Production Chef Level 2 apprenticeship – August 2017, Salesperson of the Year 2008
- **References** - List of two people, their contact details and in what capacity you know them who can be contacted to vouch for your capabilities, i.e., Zainab Douglas, Line Manager at ISB – 01732 584985. These should be previous employers or can be a teacher.

Tips

