

ST JOHN'S STAFF HIRE

WHERE YOUR JOURNEY BEGINS



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PERSONAL BRANDING

WRITING YOUR CV

Your CV is an overview of who you are. Present yourself with honesty and relevance. This may be the only document recruiters have to go by, when deciding on your worthiness as a candidate. We recommend you include the following sections:



1. Personal details

Include your name, address, email, contact phone number, date of birth and if applicable: whether you have a car license and whether you are willing to relocate.

2. Personal statement

A personal statement summarises who you are, your key attributes, what you are offering, and what you are looking for. Aim to prove why you are suitable, in one succinct paragraph.

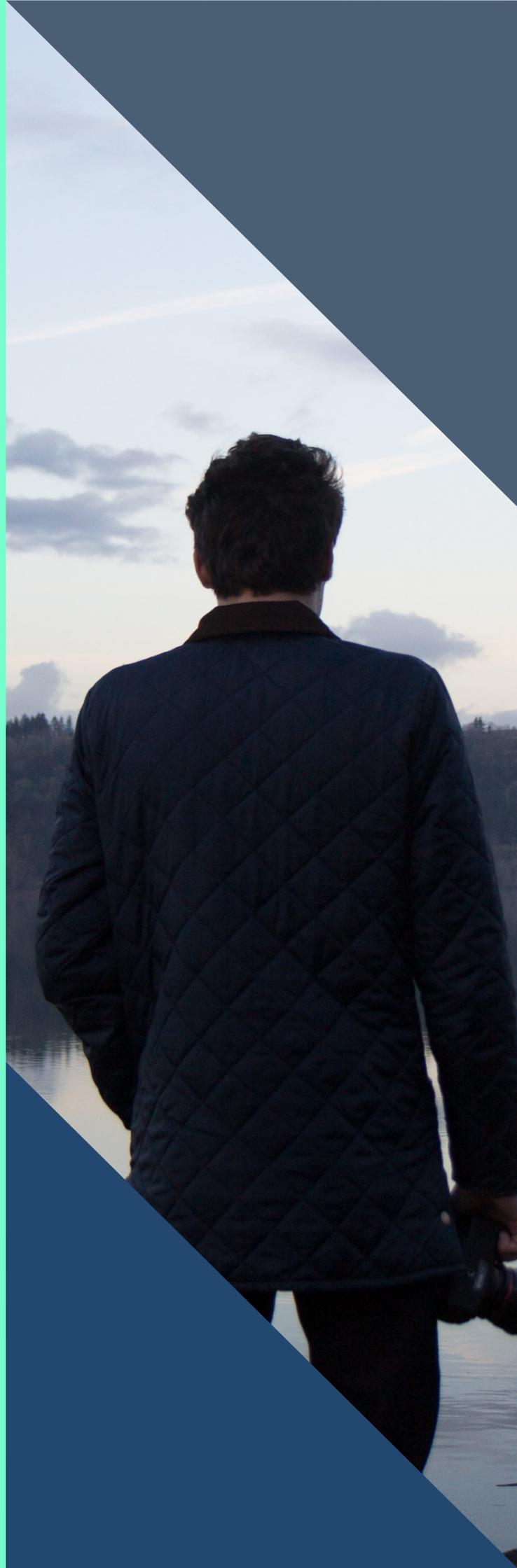
3. Work experience

This section should include all your relevant work experience, with the most recent first. Include your job title, the name of the organisation, time in post, and your key responsibilities, reason for leaving.



4. Education

List your qualifications here with the grade you achieved and the date you achieved them.





5. Achievements:

List all your relevant skills and show how your previous experience has made you a suitable candidate. Use bullet points.

6. Hobbies and interests:

This helps the interviewer get an idea of your personality. Try and make this interesting if you can, but if it is not going to add value, leave it out.

7. References

Add two or three referees - name, job title, company, email address, phone number.

OTHER TIPS

Try to keep to two sides of A4 - no more than three.

Make sure your CV is up to date, including any current positions.

Choose a professional font.

Double check for mistakes, especially spelling and grammar.

Make sure your spacing is consistent.

Tailor the information in your CV to the job you are applying for, by linking it to the job description.

Play to your strengths.