

CV GUIDELINES (Instructions/advice are in italics)

YOUR NAME *(bold/font size 16)*

Your full address and postcode *(you can put it on one line)*

Tel: 07777 111 222 (mobile) 01274 123456 (home)

Email: *use a professional sounding email address*

EDUCATION AND QUALIFICATIONS

University of Bradford

Year – Year

BEng in Mechanical Engineering – *put the exact course title*

You may want to put your average annual mark in % (selling your academic capabilities)!

Name of School, Town/City/Country

Year – Year

GCE *(or equivalent)*: Subject (Grade), Subject (Grade), Subject (Grade) and Subject (Grade)

GCE AS Levels: Subject (Grade) and Subject (Grade)

GCSEs: 9 subjects (3As, 4Bs and 2Cs) including Mathematics, English and French

EMPLOYMENT AND WORK EXPERIENCE (reverse chronological)

Name of Company/Organisation, Town/City/Country

Month Year – Month Year

Job Title

- *Be specific – tell them what you did, roles and responsibilities and the skills you have developed. Avoid writing vague statements that may sound good but provide no specific information.*
- *Use action verbs and quantify and qualify your statements – see example below.*
- *Handling and resolving up to 100 telephone queries per day which enhanced and improved my communication, selling and negotiation skills.*
- *Keep checking that what you've written is fully targeted to the requirements of the job*

Name of Company/organisation, Town/City/Country

Month Year – Month Year

Job Title

- *The bullet points above are still applicable. Try to highlight different skills you have gained to the previous job – don't repeat the same skills*
- *Use the correct tense – past tense for previous jobs and present tense for current jobs.*
- *If the job is relevant to the one you are applying for, give more details. If it's not, concentrate more on the skills you gained (team working, customer service etc).*

ADDITIONAL SKILLS AND ACTIVITIES

You may want to consider putting various sub-section headings – below are just examples (think of other headings relevant to you such as "Achievements"; "Voluntary Work" and Leisure Interests etc.)

IT/Computing: *name the specific packages that you can use and indicate level of competency.*

Leisure interests: *mention if you have captained a sports team; helped others through voluntary work; don't forget to highlight the skills you have developed*

Other: *you could mention if you have a clean driving license, or what languages you speak, whether you have had training in, for example, first aid, health and safety, food hygiene etc.*

REFEREES

Contact details of 2 referees will be made available upon request.