

How to write a CV

There are many styles and models available to use (via a simple google search) as a basis for your curriculum vitae (CV) and the design and information you prioritise should of course be of your choosing. You should include:

- contact information
- experience
- education, qualifications, and training
- skills and knowledge
- helpful information
- references

Contact information

This section is important as the recruiting manager should be able to contact you to clarify something at shortlisting or advise that you are a preferred candidate or for the recruitment team to send a contract to you where you are appointed. Therefore, you should include your:

- first initial and last name
- email address
- telephone numbers, highlighting your preferred number
- home address

Work experience

The work experience you present should showcase your relevant job roles and be tailored specifically to the particular position you're applying for. The work experience section should be a detailed summary of your latest three or four positions (or your last five to ten years) although you can choose to include other relevant roles from your career history. You should include the following information for each position:

- company name
- job title
- outline of duties/responsibilities
- dates of employment
- reason for leaving

You should also consider including your:

- minimum experience required for the role
- any desirable experience (outlined in the person specification)
- other relevant experience in a related field
- IT and digital experience

Education, qualifications, and training

Make sure that you include your education/qualification(s) that is commensurate with the minimum criteria for the role you are applying for. You should also include:

- any desirable qualifications (listed in the person specification)
- other relevant qualifications in a related field

When listing the training that you have undergone (relevant to the role that you are applying for) start with the most recent first and include how you update your skills and practice.

If you are successful, we will ask to see proof of your qualifications during the pre-employment phase of recruitment.

Skills and knowledge

When listing skills on your CV, remember always to be honest about your level of ability. Present the most important skills in your CV, for example they could be:

- strong critical/evaluative writing skills
- experience supporting business intelligence solutions/applications
- ability to manage/strategic priorities
- effective communicator to differing audiences

Helpful information

It would be useful to include any secondary employment or volunteering experience and any hobbies which may reinforce your skill base, for example - resilience, teambuilding, coaching, etc.

References

Including references will allow us to act quickly when a decision on who to appoint has been made. You should include the following information for two referees; the first of which should be your current/previous line manager:

- name
- relationship to you
- email address
- telephone number

Please only add referees' information where you have sought agreement from them beforehand.

We respect your privacy and will only use your personal information fairly and lawfully. To find out how we handle your personal information please read the Privacy Notice on our website.

Best of luck,

The Recruitment Team