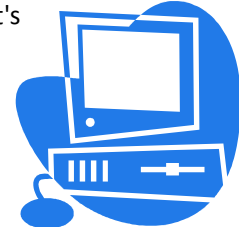


Example CV Format

On page 4 is an example of a CV format where recruiters can find all the information they need to make a decision to interview you. We have also included tips and information to help you prepare your CV – don't forget, get a friend or colleague to review it to check for content and spelling etc.

Tips on presentation

- Your CV should be **carefully and clearly laid out** - not too cramped but not with large empty spaces either. Use bold and italic typefaces for headings and important information
- Never back a CV - **each page should be on a separate sheet of paper**. It's a good idea to put your name in the footer area so that it appears on each sheet.
- **Be concise:** a CV is an appetiser and should not give the reader indigestion. Don't feel that you have to list every exam you have ever taken, or every activity you have ever been involved in - consider which are the most relevant and/or impressive. The best CVs tend to be fairly economical with words, selecting the most important information and leaving a little something for the interview: they are an appetiser rather than the main course. Good business communications tend to be short and to the point, focusing on key facts and your CV should to some extent emulate this.



- **Be positive** - put yourself over confidently and highlight your strong points. For example, when listing your A-levels, put your highest grade first.
 - **Be honest:** although a CV does allow you to omit details (such as exam re-sits) which you would prefer the employer not to know about, you should never give inaccurate or misleading information. CVs are not legal documents and you can't be held liable for anything within, but if a recruiter picks up a suggestion of falsehoods you will be rapidly rejected. An **application form** which you have signed to confirm that the contents are true is however a legal document and forms part of your contract of employment if you are recruited.
- The sweet spot of a CV is the area selectors tend to pay most attention to: this is typically around the upper middle of the first page, so make sure that this area contains essential information.
 - If you are posting your CV, **don't fold it** - put it in a full-size A4 envelope so that it doesn't arrive creased.

Action Words

- **Using active, positive words (these are normally verbs) in a CV or in an application form can give it additional impact** and make a stronger impression on potential employers. Use action words (also called buzz words) to put over what you have achieved in vacation jobs or posts of responsibility - not just the tasks you have carried out.
- **For example, rather than writing:**
- *"For my final-year project, I **had to** carry out a survey of patients' attitudes to health care services for the elderly. This **involved** interviewing patients in hospital and in their homes. A*

database **was used** to keep track of data collected. This project was **finished** on time and was awarded a 2.1 grade."

- **You should instead write:**
- "**Devised** and **prepared** a survey of patients' attitudes to health care services for the elderly as my final-year project. **Interviewed** 70 elderly patients and **obtained** a substantial amount of data. **Created** a database to **analyse** and **interpret** this material. **Completed** this project three weeks ahead of schedule and **achieved** a 2.1 grade."
- The action words help to give an impression of a positive, motivated person who knows how to present themselves in a business-like way and will be likely to succeed in a variety of work areas.

Planned	Devised	Achieved
Developed	Liaised	Evaluated
Supervised	Coordinated	Managed
Administered	Controlled	Selected
Created	Instructed	Negotiated
Designed	Researched	Analysed
Discovered	Recommended	Tested
Diagnosed	Budgeted	Monitored
Evaluated	Examined	Assessed
Promoted	Sold	Advised
Selected	Trained	Taught
Explained	Presented	Conducted
Distributed	Organised	Solved
Represented	Persuaded	Calculated
Completed	Arranged	Responsible for

CV/Covering letter words and phrases, examples

- results-driven, logical and methodical approach to achieving tasks and objectives
- determined and decisive; uses initiative to develop effective solutions to problems
- reliable and dependable - high personal standards and attention to detail
- methodical and rigorous approach to achieving tasks and objectives
- entrepreneurial and pro-active - strong drive and keen business mind
- identifies and develops opportunities; innovates and makes things happen
- good strategic appreciation and vision; able to build and implement sophisticated plans
- determined and decisive; uses initiative to meet and resolve challenges
- strives for quality and applies process and discipline towards optimising performance
- extremely reliable and dependable - analytical and questioning, strives for quality
- methodical approach to planning and organising - good time-manager
- excellent interpersonal skills - good communicator, leadership, high integrity
- strong planning, organising and monitoring abilities - an efficient time-manager
- self-driven and self-reliant - sets aims and targets and leads by example
- good interpersonal skills - works well with others, motivates and encourages
- high integrity, diligent and conscientious - reliable and dependable
- self-aware - always seeking to learn and grow
- seeks new responsibilities irrespective of reward and recognition
- emotionally mature and confident - a calming influence
- detailed and precise; fastidious and thorough

- decisive and results-driven; creative problem-solver
- good starter - enthusiastic in finding openings and opportunities
- creative and entrepreneurial networker - effective project coordinator
- reliable and dependable in meeting objectives - hard-working
- emotionally mature; calming and positive temperament; tolerant and understanding
- seeks and finds solutions to challenges - exceptionally positive attitude
- great team-worker - adaptable and flexible
- well-organised; good planner; good time-manager
- seeks new responsibilities and uses initiative; self-sufficient
- solid approach to achieving tasks and objectives; determined and decisive
- excellent interpersonal skills - good communicator, high integrity
- energetic and physically very fit; quick to respond to opportunities and problems
- active and dynamic approach to work and getting things done
- financially astute - conversant with accounting systems and principles
- tactical, strategic and proactive - anticipates and takes initiative
- systematic and logical - develops and uses effective processes
- good listener - caring and compassionate
- critical thinker - strong analytical skills; accurate and probing
- good researcher - creative and methodical - probing and resourceful
- facilitative project manager; develops and enables group buy-in
- persistent and tenacious sales developer; comfortable with demanding targets
- resilient and thorough - detached and unemotional
- completer-finisher; checks and follows up - immaculate record-keeper
- team-player - loyal and determined
- technically competent/qualified [state discipline or area, to whatever standard or level]
- task-oriented - commercially experienced and aware
- excellent inter-personal and communications skills
- sound planning and organizational capabilities
- results oriented - focused on productive and high-yield activities
- tolerant and understanding - especially good with young children/elderly people/needly people/disadvantaged people, etc.
- emotionally mature - calming and positive temperament - compassionate and caring
- sensitive and patient interpersonal and communication skills
- high integrity and honesty; ethical and socially aware
- energetic and positive outlook, which often inspires others
- calm, reliable and dependable in meeting objectives - logical and numerate
- seeks and finds good outcomes to challenges
- adaptable and flexible; well-organised planner and scheduler
- seeks new responsibilities and uses initiative; self-sufficient

Curriculum Vitae

- John Albert Smith -

Enter date of birth (not essential) marital status and nationality

Enter your full name, address & contact number(s)

66, Carterton Street, Carterton, Oxfordshire OX18 1AB
Tel: Mobile 077123456 e-mail: jas77@hotmail.com

Date of Birth: 26 May 1980

Marital Status: Single

Nationality: British

Section headings

Profile:

A skilled machine shop technician and team leader with practical experience in setting and operating a range of machine tools including centre lathes, conventional and CNC milling machines, surface and cylindrical grinders. Skills have been employed in the motor racing and engineering research industries.

Use the profile to set out in one or two sentences your key skills and achievements

Career to date:

Company name and position held

2001 – July 2010

**Oxford University Engineering Department
Senior Technician**

- Responsible through a team of five technicians for the manufacture of one-off and prototype research instruments from drawings and sketches using a wide range of materials including polymers, stainless steel and carbon fibre.
- Advising post graduate engineers on what is possible in manufacturing terms as they continue to press the boundaries in engineering design.

Use bullet points to emphasise your key skills and expertise

Dates of appointment

1985 – 2001

**March Engineering – Bicester Oxfordshire
Engineering Technician**

- Responsible for the manufacture and quality standards of the suspension system of a Formula One racing car working to extremely tight tolerances and time frame.

Education/Training:

1996 – 2001

Witney Technical College
Achieved B.Tec in Mechanical Engineering

2001 – 2009

Witney Technical College
Completed a range of technical and H&S courses including CNC programming and advanced machining techniques.

1991 – 1996

The Henry Box School, Witney
Achieved passes in nine GCSs

List all your qualifications, with dates, that "sell" you as the employee they need

Not essential, but do include hobbies/interests if they are relevant to the job applied for

Other Interests:

Active rugby player; real ale; motor sport and crossword puzzles.

If your CV is more than one page do put your name and page number in the footer