

CV Writing Tips



Here are some top tips for writing your CV.

- **Start with a short, professional profile outlining your key attributes** – keep it snappy and think about standing out from the crowd!
- **Use subheadings to break it up**—refer to education, previous employment, work experience, and any skills or hobbies that provide transferable skills or demonstrate your motivation.
- **Only highlight skills and experience relevant to the job.** CVs should be clear and concise so the employer can easily see what they are looking for.
- **Think about transferable skills.** Some things may not seem obviously relevant, but think about what skills you used and how they can be transferred.

For example, you may have started a hobby or learned a new skill whilst in lockdown. What attributes does this demonstrate? Maybe intuition, or creative thinking? See some examples below of some common skills:



You can read more about writing a good CV [here](#).