



HOW TO WRITE A CV

Here's a step-by-step guide on how to write your CV. Before you send your CV, ask someone to proof-read/spell-check to ensure it's up to a high standard. Make your CV no more than two pages and make sure the font you use is clear, a suitable size and easy to read. If you would like a member of our team to provide feedback on your CV email aspiretohe@wlv.ac.uk

Step one

Contact information: Full name, home address, email address and phone number.

Step two

Personal statement: Skills, interests, the kind of role you're looking for, what makes you stand out?

Step three

Work experience: Company name, job title, dates you worked there, overview of responsibilities and successes.

Step four

Qualifications and education: Name of school/college, years attended and qualifications gained.

Step five

Hobbies and interests: What do you do in your spare time? Any clubs or societies you're a part of.

Step six

References: Get your references ready from teachers, employers, work experience staff.