



How to write a CV



A CV is a summary of your work, educational experiences, and achievements. You use a CV to apply for work and to show an employer that you have the strengths, skills, qualifications, and experience for the role you are applying to. A good CV should be easy to read, include relevant information, and have a consistent layout with no obvious mistakes.

We have created a checklist so that you can make sure you have included all the key information on your CV that employers will want to know, and our top tips will help you to make sure this information is relevant and well organised. We have also included an example CV at the bottom of this document.

Contact details

Full name

Location

Email address

Phone number

Optional: link to your professional network profile such as LinkedIn, website or online portfolio

Education

Most recent qualification first

Name of education provider and dates attended

Type of qualification, subject and grade

Optional: extra information (skills and achievements)

Awards and certificates

IT programmes you can use

Additional languages spoken

Clubs and societies you belong to

Personal profile

Highlight previous relevant experience

Tailor to the company and role you are applying for

Two to three sentences (approximately 100 words)

Work experience

Most recent experience first

Job title, name of employer and dates employed

Responsibilities, duties and achievements

Formatting

Clear and easy-to-read font in the size 10-12

Bold headings and bullets points to separate each section

Check for grammar and spelling mistakes. Ask someone else to proofread it for you

Your CV should be no more than two pages

Top tips: Contact details

- Use a larger font for your name at the top of your CV. Include your forename and surname.
- Sharing your location is optional. Do not share your full address, instead use the town or city you live in.
- Use a professional sounding email address such as namesurname100@gmail.com.
- When you have sent your CV to an employer, regularly check your received emails, including the spam/junk folder.
- Unless it has been specifically requested or is relevant for the role, you do not need to disclose your age, race, gender, nationality, sexual orientation, religion, disability or marital status.

Top tips: Personal profile

- A personal profile (sometimes called a personal statement) is a short summary of your skills, personal attributes and career goals.
- You can tailor your personal profile for each job you apply to and show the employer that you have the skills, experience and interests they have requested on the job description.
- Your personal profile should be two to three sentences (approximately 100 words).



Top tips: Education

- Always write your most recent education/ qualifications first.
- Include information from secondary school onwards.
- You can also include qualifications that are ongoing and the date you are expected to finish.
- It is a good idea to include the grades you received, but you don't have to include any that you are not comfortable sharing. If you do not include your grades the employer may ask for them.
- Do not lie or exaggerate about any of your education or qualifications.

Top tips: Work experience

- Always write your most recent experience first.
- Add all employment experience including paid work, unpaid work experience and volunteering experience.
- Share your achievements as well as your tasks and duties e.g. sales targets exceeded, employee of the month award, ideas/new processes you implemented.
- Use bullet points and short sentences so that it is easy to read.
- Include more detail for your most recent work or volunteering experience.

Top tips: Extra information (skills and achievements)

- If you don't have a lot of work experience, you may wish to add more information about your skills.
- You can include IT packages you can use, additional languages you speak, any clubs and societies you are a member of and special interests and skills.
- Include any additional awards and certificates you have received such as school merit, Duke of Edinburgh award, or first aid.



CV example

Forename Surname

Phone number
Email address
Location
(Optional: LinkedIn/website)

Personal profile

A summary of two to three sentences giving details of who you are, what skills you have and/or why you are a good fit for the role.

Education

Name of school/college/university1, location **start date – finish date**
Qualifications and grades listed here

Name of school/college/university2, location **start date – finish date**
Qualifications and grades listed here

Work experience

Job/internship/volunteer role – Company, location **start date – finish date**

- Outline what your duties were in bullet points
- job duty 2
- job duty 3
- etc.

Job/internship/volunteer role – Company, location **start date – finish date**

- Outline what your duties were in bullet points
- job duty 2
- etc.

Job/internship/volunteer role – Company, location **start date – finish date**

- Outline what your duties were in bullet points
- job duty 2
- etc

Extra information

Use this section to include any other information that you think is important for a potential employer to know about you.

- Awards/achievements
- Sports or creative activities
- Member of any groups or societies
- Interests

References available on request

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

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