

OUR GUIDE TO CV WRITING



ABOUT THIS GUIDE

We want to help you learn how to create a CV to use when applying and interviewing for jobs.

Our Guide to CV Writing provides you with a step-by-step walk-through of how to create a CV. This resource will help you to understand the following topics:

- The role and importance of a CV
- Different parts of a CV
- Basic CV formatting and design tips
- Examples and explanations of how to write each section
- How to use keywords to get your CV past computer screening systems

If you would like to have your CV reviewed by a member of our team, email it to hello@enna.org



enna.org



hello@enna.org

WHAT IS A CV?

A CV is a 1-2 page document that sums up your experience, education and skills. Most employers decide instantly if they want to interview you or progress your application for a job based on the contents of your CV.



PARTS OF A CV



1. Contact Information



2. Summary



3. Education/ certifications



4. Work/ voluntary experience



5. Skills

CV DESIGN BASICS

1. Use a professional font

Calibri
Arial
Times New Roman

2. Font sizes

Name: 28-36
Heading: 16-18
Body text: 10-12

3. Margins and spacing

-75 to 1 inch



1. CONTACT INFORMATION

Having contact information on your CV is essential, as it ensures any potential employers can get in touch with you to ask questions or arrange interviews. Its good to include your email and phone number.

WHAT TO INCLUDE

1. Name

Write your full name, avoiding nicknames to make sure your CV looks professional.

2. Email

Use a professional email address, usually this is firstnamelastname@gmail.com or something similar. If your name is taken, add your favourite number to the end.

Avoid using email addresses you wont have in the future, like a school or university email address.

If you can, have your email account on your phone to make sure you dont miss any important emails from employers.

2. Phone number

Many employers contact candidates by phone, so make sure you're using your own, personal phone number.

3. Address

Use your postcode so employers know which area you live in.



2. SUMMARY

A summary statement is a short paragraph placed at the top of a resume that highlights your professional skills and experience. It offers hiring managers a short description of your skills, accomplishments and areas of interests.

SUMMARY SECTION

1. Location

When formatting your CV, you should put the summary section directly after your contact information. We recommend writing your summary statement AFTER you have finished your other CV sections so that you can avoid repeating information and briefly summarise your skills and interests.

2. Format

A helpful format is - [adjective(s)/strong character trait(s)][your job title][your experience]. Eager to support/help/ assist/etc. [company name][what you want to help the employer achieve and how you want to do it]. [your key achievement(s)].

2. Skills

If you don't have the necessary skills, try to state that you are eager to learn (List 2 - 3 skills you want to learn from the job description)

Example

I am a Data Scientist with 3 years experience looking for a trainee role to utilise my Data Science degree and support a company to grow. A keen learner with excellent technical skills.

3. EDUCATION



Your education section of your CV does exactly that, it showcases your educational qualifications which could include A levels, a degree, a postgraduate degree or any professional certifications.

HELPFUL REMINDERS

1. Format

You should give most prominence to the part of your education that is most relevant to the job you are applying for. Usually, this is your most recent education but you can emphasise an earlier qualification if it is more relevant, as well as specific modules or projects

2. Location

No, giving the city is enough; for example, “Sciences-Po, Paris”. You can add the country if you feel the city is not very well known.

3. Predicted grades

If you haven't yet obtained the grade, ask your tutor what you think your final result will be.

BA Politics and International Relations | University of Oxford

2016-2019

- Obtained a 1 class degree.
- Completed modules in political theory (obtained 90%), western political thought (obtained 68%) and British political history (obtained 76%).



4. WORK AND VOLUNTARY EXPERIENCE

Your work experience is your chance to list your most relevant experience for the role.

THINGS TO INCLUDE

1. Position title
2. Name of the company or organisation
3. Location of your job
4. Month and year you started
5. Month and year it ended (use present if you still work at the company)
6. List experience from recent to oldest
7. Include the most relevant experience to the role you're applying for

Graduate Data Scientist | Facebook

2019-present

- Managed a complex dataset which collected customer feedback from around the world.
- Utilised the database to determine key trends in feedback.

Student Ambassador | University of Oxford

2019-present

- Was responsible for showing prospective students and their parents around campus.



4. WORK AND VOLUNTARY EXPERIENCE

Explaining your work/voluntary experience.

TOP TIPS

1. Use numbers for months e.g. January = 01
2. Use 3-5 bullet points for each role
3. Limited each bullet point to 1/2 lines of text
4. Include numbers and results where possible e.g. 'I was responsible for £4000 of revenue generation'
5. Only include the most relevant or important experience to the role.
 - a. Although it can be time consuming, its helpful to tailor your CV to each role to maximise your chances of getting an interview.
 - b. Is this experience relevant to the role you're applying for?
 - c. Are there things that you've learnt from this experience that could be applied to the new role?
6. Listing the most relevant skills using bullet points or in relevant categories.

Programming

- C#
- SQL
- Java
- HTML
- XML
- Python

First Name Surname

Your Address

Your Mobile Number • Name@mail.com

Personal Statement

A conscientious and professional personal assistant with extensive experience in administration, PA and secretarial roles, currently seeking a new position as an Executive PA. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results. Recent achievements with my current employer include the implementation of an innovative new filing and indexing system.

Key Skills

- 80 words per minute typing
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal
- Accredited member of APA (Association of Personal Assistants)
- Fully qualified first-aider

Employment History

PA to Personnel Manager, Company Name, Location

(April 2011 – Present)

Achievements and responsibilities:

- Implemented a change of stationery supplier, reducing costs by 20%
- Reorganised the meeting booking process, implementing an online system which all staff can access, leading to reduced diary conflicts within the team
- Devised and implemented a new filing and indexing system for files, resulting in greater ease of access and a more time-efficient process
- Helped provide a safer workplace by cataloguing and dispatching health and safety information and posters for the whole company
- Diary management, typing correspondence and documents, creating presentations and creating meeting minutes

Front of House Receptionist, Company Name, Location

(June 2010 – April 2011)

Achievements and responsibilities:

- Presenting a professional and friendly first impression of the firm to all visitors and clients
- Managing incoming phone calls and mail
- Organising stationery orders and liaising with suppliers to meet business requests
- Replenishing and restocking the bar, always ensuring high level of stock management efficiency
- Also assumed the role of fire/health and safety officer for the entire office staff



CHECKLIST

Check you've completed your CV.

Personal

- ☐ Have you included your email address and telephone number?
- ☐ Does your email address sound professional?

Education

- ☐ Have you made sure your most recent or relevant education has been given priority ?
- ☐ Have you included relevant transferable skills ?
- ☐ Have you mentioned relevant modules, projects, and awards ?

Work Experience

- ☐ Have you included job titles, organisation name, location and the type of business ?
- ☐ Have you made sure you have showcased your skills and achievements ?
- ☐ Have you made sure you have tailored your skills to your future role ?

Interests

- ☐ Have you given a variety of interests that show your different skillset?

Achievements/ positions of responsibility

- ☐ Have you talked about why your achievements are important?
- ☐ Have you made sure you have used specific evidence of your skills?
- ☐ Have you highlighted the most relevant roles or skills?

Skills

- ☐ Have you included skills such as IT / computer software programs and your competency level?
- ☐ Have you included other professional training courses?

English Grammar

- ☐ Have you checked there are no spelling and grammatical errors?

References

- ☐ Has the employer asked for references to be included?

ABOUT ENNA

Enna is a specialist recruitment agency based in the UK that helps neurodivergent job-seekers find meaningful employment with neurodiversity friendly employers. Enna is led by people with lived experience of neurodiversity, for neurodivergent people.

CONTACT US

www.enna.org
hello@enna.org

START YOUR JOB SEARCH

Head to www.enna.org/register to register your CV.

Search for jobs using our accessible jobs board. We will then match you to appropriate job vacancies.