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PLANNING THE STRUCTURE OF YOUR CV

Now you're ready to start creating your CV: one that both reflects you as a professional and the type of role you are suitable for.

First, plot out the structure of your CV in a Word document:



1. Name, address and contact details

List the phone number and the professional email address you use most often. You should also add links to professional online profiles, provided these are up to date and synced with the details on your CV.

2. Personal statement

Summarise your career story in a few sentences, highlighting why your skills are a good match and what you feel you can offer to the employer. [Jump to personal statement](#)

3. Employment history

Provide details of your work history, including any paid work, plus any relevant volunteer or work experience placements. [Jump to employment history](#)



4. Achievements

Give a list of your relevant achievements which clearly highlight your suitability for the roles you are applying for.

5. Skills summary

Add a brief bulleted list of your skills, focusing on those which are most relevant to the roles you are interested in. [Jump to showcasing your skills](#)

6. Education and training

Keep this relevant and remember to include any training courses which relate to the jobs you are applying for.

7. Hobbies and interests

Keep this very brief, and if possible, use the space to show how your personality is suited to the roles you are interested in.

8. References

Actual references are rarely included on CVs; it is usually fine to simply write [‘References are available on request’](#).