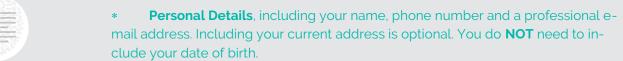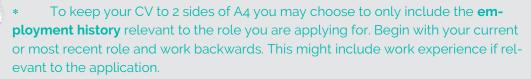# Top CV Writing Tips

from Anglia Ruskin University Student Ambassadors

CV stands for ***Curriculum Vitae,*** and is a document that showcases your strengths and skills while highlighting your experiences to date. The main focus of a CV is to demonstrate your suitability for a particular vacancy. It's important to remember that there is no right or wrong way to write a CV, but there are certain sections that an employer will usually expect to see:

* **Personal Details**, including your name, phone number and a professional e-mail address. Including your current address is optional. You do **NOT** need to include your date of birth.

* A short **personal profile** section to introduce who you are and give the interviewer a couple of your key strengths before they read the rest of your CV.

* To keep your CV to 2 sides of A4 you may choose to only include the **employment history** relevant to the role you are applying for. Begin with your current or most recent role and work backwards. This might include work experience if relevant to the application.

* An overview of your **education history,** starting with the most recent. You may choose to pull out specific modules or subjects depending on the application.

* Finally, you might choose to list other relevant **achievements, qualifications and skills** that don't naturally fall under the employment or education heading. This might include specific training, additional languages spoken, links to an online portfolio or specific awards (i.e. Duke of Edinburgh Award)

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* Your CV should be properly edited, clear and have no spelling or grammar mistakes. Your CV should be a unique reflection of your career to date. It should aim to tell the recruiter who you are, what you have to offer and what you are looking for. Depending on the stage you're at within your career, the objective of your CV may differ.

* Highlight your professional achievements and goals. There are five key points you should aim to address in your personal statement: your academic profile and qualifications, the relevant industries you've worked in, the products and processes you've worked with that may cross over and the key job titles you have held.

* It's important to change and adapt your application to each role, which may include writing a cover letter to explain why you want the role and include qualities which make you suited and stand out for the job.

Jade is a second year Paramedic Science student at Anglia Ruskin University

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* Keep the CV simple. It is not a painting or canvas to try out different designs. It should be easy to navigate, have a font which is easily readable and have black letters on a white background.

* Different jobs require different CVs. There is no such thing as a generic CV. You should be prepared to alter the contents of your CV based on the position you are applying for.

* Keep to a maximum of 2 A4 pages. Be concise and show your employer you are focused and know what you are signing up for.

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