

# Top Tips for CV Writing

It's National  
Apprenticeship  
Week #NAW2023



## What should I include in a CV?

The main sections to include are:

Many job adverts will request that you submit a CV as part of the application process. Having a CV ready that can be quickly updated is important for any new job seeker.

This guide will get you started...

### What is a CV?








CV comes from the Latin word curriculum vitae which stands for 'course of life'. It is a short document that summarises your education, skills and experience, which relate to a role you want to apply for.

### Do all CVs follow the same format?

No, there are different CV styles, depending on the role and the stage you're at, but there are certain things that employers will always expect you to include (see the checklist).

### Who looks at a CV?

It depends on the size of the organisation. It could be just one person, for example, the company owner if it's a small company, or it could start with HR and go to multiple people in a larger company. Many employers now remove personal information that could be used to unfairly advantage or disadvantage you.

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**Contact details**  
 Full name, mobile number and email address.
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**Profile / personal statement**  
 A short paragraph, setting out your main skills and attributes.
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**Education and qualifications**  
 Including type and grades (if you have not yet taken your exams, you can include predicted grades).
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**Work or volunteering experience**  
 Details of any paid or unpaid employment or experiences and a short summary of tasks completed.
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**Skills and achievements**  
 For example, IT packages you can use, any languages you speak.
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**Interests and hobbies**  
 This section is useful if you don't have much work experience.
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**References**  
 You may be asked to provide two referees that can provide a personal or professional reference.

LinkedIn

