

# ***Some Tips for compiling your Curriculum Vitae***

## **Start with your contact details**

Name

Postal address

Telephone numbers including mobile

Email address(es)

## **Profile about you - a paragraph**

Refer to your experience and skills and be specific about the types of jobs you are looking for and your longer term aspirations.

## **Your achievements**

Select a number of achievements from your career to date and describe them briefly and truthfully.

## **Your career to date**

Mention the current situation first and work backwards. Name the positions held, the organisation and give a brief description of the job and your achievements.

## **Your qualifications, education and training**

Mention the most recent first and work backwards.

## **Your voluntary work**

Mention the most recent first and work backwards.

## **Interests**

Optional but very helpful for interviewers.

## **Personal**

All optional but you could include marital status, children and health.

**If you are moving into the voluntary sector from the commercial sector**, you may wish to put your voluntary work nearer the beginning of the CV to reassure a recruiter of your empathy with the sector.

## **References**

References will be needed at some stage but can be provided at the appropriate time and need not be listed on your CV initially.

## **The covering letter**

Many organisations will ask for a covering letter, or "Personal Statement". This is your opportunity to say why you want the job and how you meet the Person Specification. Be very specific about how you can help the organisation / what you "bring to the party".

In responding to the Person Specification you should be brief and clear about how you match their requirements and include evidence of transferable skills or experience.

## **Application Forms**

In most cases prospective employers will require a CV and Personal Statement. In cases where a special application is to be used, CfA will facilitate this on our website.