

NAME

Make your name stand out with a larger font size e.g. 18, and possibly a different font

CONTACT DETAILS

Address, email, phone number and any professional social media presence e.g. website, Twitter

DATE OF BIRTH

There is some debate whether to include D.O.B. It is no longer a necessity owing to age discrimination rules; however, it's not difficult for employers to calculate, based on your education history!

Also, if you have already achieved a lot in your life, your relatively young age is a very positive thing to have on your CV.

OPENING STATEMENT/PERSONAL PROFILE (Optional)

Elevator pitch ('A succinct and persuasive sales pitch') outlining who you are, your accomplishments and how they will benefit the business.

No more than a couple of short sentences. Can be written in 3rd person.

Our research showed different views on whether to include this:

Some say it tends to oversell which puts them off – they would prefer to judge for themselves what you're like.

Others think it grabs the attention and is a good idea – provided it's engaging, well written and doesn't just reiterate information in the CV itself.

EXPERIENCE

Work experience, internships, paid employment, voluntary jobs.

- Start with your most recent job.
Include dates, employer, job title and your main duties (but do expand on relevant duties to demonstrate what you actually accomplished).
- Provide [evidence that you meet the job requirements](#):
 - Qualities and skills specific to the role
 - General employability skills
 - Show what you could contribute, by describing your [achievements](#) using [PAR - Problem, Action, Result](#).

QUALIFICATIONS & ACHIEVEMENTS

Scholarships, certificates, proficiency in computer programmes, training courses you have attended etc.

EDUCATION

Start with the most recent.

Usually university/college and secondary education only.

Give dates, name of institution, qualifications achieved.

INTERESTS & ACTIVITIES

Don't underestimate the power of your personal interests! They can certainly help you get an interview, particularly at graduate level, when applicants have limited working experience.

If [well-written](#) and displaying [relevant assets](#), your leisure pursuits can distinguish you from rival candidates, portraying you as a better 'fit' for the role and company culture. They add a personal touch, giving clues about your values and motivations, showing that you can adapt to different environments and generally make you sound more appealing.

One leading employer summed up the importance of this CV section: 'Most candidates have all the necessary qualifications, so I always check their interests, to find [someone I can relate to](#), who would gel with the team.'

[Evidence of personal development, experience, responsibility or transferable skills](#) acquired through your interests/activities, can give you that extra edge. See examples.

- Sports and team activities demonstrate commitment, discipline, responsibility, energy, enthusiasm and working with others.
- Group activities can show initiative, social interaction and leadership.
- Music, art and drama portray creativity, focus, dedication and passion.

[The Best Hobbies & Interests For Your CV](#)

[Top Hobbies To Boost Your Employability](#)

Be [wary of being contentious](#) with regards to your interests e.g. leave out highly political/religious/controversial activities. Applications are subjective and it is impossible to know the personal views or biases of the recruiter.

REFERENCES

Try to include at least two, one of which should ideally be work-related. If you have no work experience, use a tutor or teacher as a referee.
