

pearsonwhiffin
EDUCATION

CV GUIDANCE
SUMMER 2020

This presentation has been designed to help you write your CV;
in particular it looks at presentation and layout.



THE BASICS

- A good CV will normally be 1 or 2 pages – the key is to ensure that your CV only contains information that will support your application
- Too much colour or too many pictures will distract the reader so do not be tempted to over complicate your design
- Choose a sensible font like Arial or Calibri at size 11 or 12
- If you choose to include a photo on your CV make sure to use a professional one. Stick to passport photo size and do not use filters etc.

CONTACT INFORMATION

- Your contact information is arguably the most important section of your CV – without it how will employers contact you?
- You can use any format you like so long as it is clear and easy to find at the top of your CV
- Include full name, address or location, telephone contact number, (a sensible) email address and LinkedIn profile (if you have one)
- Example:

Daniel Goodwin

77 Pearson Road, Kent, ME10 3TB

T: 0788675436 / E: daniel@pearsonwhiffin.co.uk

<https://www.linkedin.com/in/danielgoodwin84/>

HEADINGS

- Clearly signpost the sections of your CV with headings (i.e. experience / education)
- This will make it easier for your reader to find the sections they want quickly and help them to make a positive decision about your CV
- Underline or **Bold** them to make it easier for the reader to see them

HEADINGS

- A good CV will likely be ordered as below:

Profile or Personal statement

Achievements

Education & Training

Experience

Hobbies & Interests

References

- Some people also like to include a skills section

HIGHLIGHTING

- Find ways to draw the attention of your reader to the sections or lines that you really want them to read.
- Using **Bold** or Underline can help
- Use bullet points in important sections (i.e. qualifications and achievements)
- Some use of tables or boxes can also help to improve a design and draw attention
- Sometimes a little colour in your headings is a good way to highlight important sections

ACTIVITY



Choose a design for your CV and add your contact information and headings



Remember that you can change the design once the CV is complete



Consider adding a photo. A small, professional looking photo can add a human factor to your document and make it more memorable. If you don't want to add a photo consider some colour or lines to make your CV stand out

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