

Guidance on writing a CV





Writing a CV:

On occasions Newport City Homes (NCH) may ask applicants to submit a CV alongside their application form or with an expression of interest.

Your CV needs to be a clear and concise (no longer than 2 pages) overview of your skills, education and work experience.

Use your CV as a personal marketing document to sell yourself, and why you are the most suitable for the position you are applying for.

What is needed on your CV:

Personal details

- Your full name,
- Most convenient telephone number,
- Email address.

Personal profile

- These first few lines need to draw attention to the reader straight away
- Highlight why you want this role
- Draw on your biggest strengths

Employment

- Include start and end dates of your employment,
- The job title and company name,
- Any extra responsibilities you undertook,
- Achievements or successes you had in the job,
- Any awards you received.

Education / Qualifications / Training

- Start with the most recent and/or highest level of qualification,
- List the most relevant qualification to the job,
- Include the name of the qualification, the level, year achieved and the name of the awarding body,
- Detail any short courses, online learning, on the job training that might be relevant.

Skills

- Make sure your CV is specific to the role you are applying for
- Identify what skills and experiences they are looking for and reference these if you can

Additional information

- Use this section to add any other relevant information, this could be interests and hobbies, driving licence, membership of professional organisations.



References

- Put the words “available on request,
- Typically you require 2 references, but don’t include these details on your CV itself, just have them ready

Tips on writing your CV.

1. Have more than one CV. You should always tailor your CV to the sector and position you are applying to work in,
2. Have a “master” copy for yourself, this is a good way to keep track of everything you have achieved over your working life. You can use this to tailor your specific CV,
3. Don’t have a CV longer than two pages,
4. Ensure your CV stands out.



CV Template

NAME: XXXX XXXX

EMAIL: XXXX@XXXX

PHONE NUMBER: XXXXXXXXXXXXX

Personal profile:

This is your opportunity to sell yourself. You need to state why you are applying for the position and why you feel you are most suitable, and the person they should be hiring.

Education and training:

Include all training here – even outside of Education Establishments e.g. first aid.

AWARDING BODY	QUALIFICATION	GRADE	DATE:

Employment / and or work experience:

If your employment is more recent put this before your education and training section.

EMPLOYER	COMPANY	DATES

- Detail your role and responsibilities here.

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Transferable skills:

Aptitude and knowledge gained through previous experiences such as, personal life, schooling, prior employment, classes, hobbies, sports etc. These are qualities that can be transferred from one job to another e.g. organisational skills.

Interest and hobbies:

This is the opportunity to bring out your personality

References:

Available on request