

# Creating a CV

You might think you don't need one. Just because you aren't applying for a job doesn't mean it's not a useful exercise for you. It's a good way to focus on the skills and abilities that you have. Remind yourself of the things that you are good at and the knowledge that you have.

Don't worry about the look. We want to focus on the content. The important information that you need to include. Your CV should always be evolving, as you learn new skills and develop yourself you will be able to add those things in. You don't want a long-drawn-out CV, it needs to be concise and to the point. It's an overview of you as a person, not your life story. It's a summary of your skills and abilities that you can then elaborate on them when you are at your interview or in the bio/blog you are writing.

Start with your employment history, and most recent job first. Specify what the role was, if there were multiple roles with the same employer make sure you list those out to show your flexibility and development in that business. Include skills that are relevant to the role and use stats or examples to back them up.

Then we want to list your skills and achievements, a few short bullet points should describe your key achievements and genuine skills. These are the things that should be constantly updated and added to. Think of this as drafting out your skills list for your LinkedIn Bio that you want to get people to endorse you for. Don't just create a list. Use examples and evidence to make it relevant.

Next is education, again the most recent at the top. Where you went and when. The subjects you studied and the awards/qualifications you gained.

Interests and activities next, think of these as conversation starters. You don't want to go into massive detail. These should be again bullet points that reveal your personality rather than a long list of uninteresting facts.

Try and avoid jargon and buzzwords. CV clichés like 'team player' 'results driven' and 'detail orientated'. Your CV should be honest and a good reflection of you, not something that looks like you have downloaded it off Google and filled in the gaps.

You should include a personal statement that should highlight your skills and expertise. Summarise the experience you have and how those skills are suitable for the job you are applying for. A synopsis to describe you and your journey up to this point.