**CV advice section by section**

**Your personal details**

You should include your name, address and contact details.

You don’t need to include your marital status, nationality or date of birth.

email address - make sure that it sounds professional and creates the right impression.

**Your personal profile**

Your personal profile is a mini-advert for you and should show your:

* skills and qualities
* work background and achievements
* career aims

It should only be a few lines and must grab the reader's attention.

**Key Skills**

* Bullet point your key skills
* Aim to match the skills listed in the vacancy

**Employment history and work experience**

If you've been working for a while, you could put your employment history first.

If you don't have much work experience, you might like to highlight your education and training.

In this section you should start with your present or most recent job and work backwards. You should include employer, the dates you worked for them, job title and your main duties.

**Education and training**

Start with your most recent qualifications and work back to the ones you got at school.:

* the university, college or school you went to
* the dates the qualifications were awarded and any grades
* any work-related courses, if they're relevant

**Interests and achievements**

You can include hobbies, interests and achievements that are relevant to the job.

For example, if you're involved in any clubs this can show that you enjoy meeting new people. Interests like sports and physical recreation activities can also show employers that you are fit and healthy.

Try to avoid only putting activities that you would do alone like reading, bird-watching or playing video games, unless they relate directly to the job that you are applying for. They may leave employers wondering how sociable you are. Make your activities specific and interesting!

**References – Available on request**

At least one referee should be work-related. Or, if you haven't worked, you could use another responsible person who has known you for some time.

You can list your referees on your CV or just put 'references available on request'. If you decide to include their details you should state the relationship of each referee to you – for example 'John Turner, line manager'.