



# Scholarships Pakistan

## Writing a CV

Writing a CV can be a daunting experience but there isn't a right or a wrong way to do it and the perfect CV doesn't exist, rather than pursuing perfection concentrate on the following guidelines to create a CV that gets you a job interview.

### What is a CV?

A CV is a sales oriented marketing tool for an individual to inform and persuade an employer that they are the best person for the job, basically it gives an employer a record of your personal, educational and work details.

You should have a different CV for each job you apply for and CVs for part-time temporary and vacation employment should focus on work experience and the skills that you can offer potential employers.

To help you produce your winning CV have a look at our [CV Template](#).

### When to use a CV

- When an advert asks you to apply in writing.
- To leave with employers at a jobs fair.
- Applying to employers speculatively.
- Calling in on employers "on spec".

Job applications generally include a job description of the role the candidate will be undertaking and a person specification detailing the skills and experience the employer is looking for. However for some part-time roles and lots of temporary work these documents may not be available, it is up to the you to decipher what is required from the job advert. It is an important skill for you to learn to identify the knowledge, skills and experience required and how you can demonstrate to employers that they have those skills.

### Basics of CV writing

- Should be not less than 2 pages.
- Printed on good quality A4 paper (white/cream).
- Laser printed, rather than photocopied, for higher print quality.
- Should be easy to read with plenty of white space around text.
- Consistent style/font (between 10-12).
- Divided into clear sections.
- Most recent and relevant details should be listed first.
- Shouldn't be too vague or too specific.



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- Check spelling, grammar and punctuation.
- CV should be targeted and individual for each job.
- Encourage use of positive words that have an impact.
- Always include a covering letter when sending a CV.

### \*\*\*Tip\*\*\*

Don't forget when emailing CVs to attach both the covering letter and CV, don't slip into an informal style and do check your email address is professional and appropriate.

### Sections to include

- Personal details.
- Personal profile.
- Work experience.
- Qualifications.
- Skills.
- Interests and achievements.
- Referees.

Unless it is essential information relevant to the job there are a number of areas that are not necessary to include:

- nationality;
- date of birth;
- religion;
- National Insurance Number;
- place of birth;
- photograph;
- marital status.

If you have a disability there are no rules as to what stage the information should be disclosed or how it is put across, talk with your institutions disability adviser for help on whether to disclose the disability.

If there are large gaps in educational or employment history you should think about the most positive way you can account for these periods.