



Careers and Employability Service

How to Write a CV for a Work Experience Opportunity

The application form and CV should show your enthusiasm and understanding of the work experience opportunity you are applying for and your ability to meet its requirements. Be confident about writing your CV by following our step-by-step approach:

CV: Nine Steps to a Professional CV

A CV is a marketing tool; it needs to inform and persuade through evidence.

- CVs are usually no more than two pages long and full of targeted evidence to make an employer interested in you and the skills you could contribute.
- Many formats exist for compiling CVs. See the templates that we currently have available and adapt these to suit you: <http://www.southampton.ac.uk/careers/students/applying/cvs.html>
- Ensure you make use of tab keys and bullet points to create a professional layout. Be restrained about fancy fonts and lots of *italics* and underlining; **bold** formatting for headings may be enough.
- Don't provide answers in essay format, but rather provide a few bullet points for each previous employment or extracurricular experience, outlining your responsibilities and demonstrating the types of skills you gained.
- Once you've compiled your CV, hold it at arm's length. Is it clear and easy to scan for relevant information? Is the front page targeted at the placement opportunity? Are the headings distinct? Is the text spaced out enough?
- Be honest. Employers will check your qualifications and exaggerated information could result in dismissal.
- Confirm with referees before listing them and keep them informed of your applications.
- Proofread your work. Be sure to use spell check, but don't rely solely on this. Print the CV off to check your spelling, formatting and page breaks. Show it to someone you trust, a friend, family member or academic supervisor. Make a note of whom you sent it to and when.
- CVs should be adapted to the employer so adapt it for every opportunity that you apply to, but keep a master version that can be edited.

Need more help?

- Attend Careers and Employability events on CV writing, including 1:1 CV feedback, CV talks and workshops, run by employers and Career Practitioners. **To see the events currently running on the Events calendar on MyCareer:** <https://mycareer.soton.ac.uk/home.html>
- Visit our website for further information and CV examples:
- <http://www.southampton.ac.uk/careers/students/application-support/cv.page>
- Consider borrowing a CV reference book from the Careers centre or taking away copies of CV templates.
- Other useful websites www.targetjobs.co.uk and www.prospects.ac.uk