

# FOR TRAINEES

## How to write a CV

### What is a CV?

A Curriculum Vitae is a record of your personal, education and work details. It should be typed and up to date. The key purpose is to be a short account about you, your work experience and qualifications and your aspirations.

Ideally, it should be two sides of A4 giving potential employer key facts about you.

### What to include

#### Employment/work experience

Give details of what work experience you have had, what you have achieved and what you think you are good at. Ask yourself why someone would want to employ you. You may need help from a professional mentor, a consultant or Training programme director or respected colleague.

Start with your most recent post first. Do not give lengthy details for posts you held more than a few years ago.

#### Qualifications/course/training

If you have a professional qualification, you do not need to give details of your school education, unless it is relevant. Give all your professional qualifications starting with the most recent and work backwards. List your membership of professional bodies. You can add any relevant courses that you have attended and any other higher qualifications. Computer literacy and driving skills can be added here.

#### Presentation – key points

Keep it simple, no fancy fonts (ideally 11) or designs, colours etc. Use good quality paper. Remember to spell check your CV and get someone else to read it before you use it for the first time.

Print it in dark colour ink so that it will photocopy well. Be confident and use positive language, as this will make a good impression on the reader.

Do not make general statements about your qualities and make sure that you can support your statements with evidence. Try to link your skills and experiences to the requirements of the job/ training post you are applying for.

#### Sources

Chartered Institute of Personnel Development – Applying for Jobs: CV Guide

Job Centre Plus – Getting Started

Personnel Today – How to write a CV

Relevant papers in BMJ How to do it (vol !):BMJ publications

Bhugra D(1995):How to get the job you really want. In Bhugra d and Burns A (eds):  
Management for Psychiatrists. London: Gaskell

