



# FULLCIRCLEARTSTOOLKITS

## SERIES 2 PROFESSIONAL DEVELOPMENT... **writing a CV**

### or... Show and Tell!!

Your CV is your chance to **show** and to **tell** your prospective employer that you are the person they are looking for.

You **show** them by presenting a professional, high quality document.

You **tell** them by organising the information well and addressing what the post requires.

### Do

- Make sure your CV is
  - **Concise** – 2 pages of A4 is an absolute maximum and if you can get it into 1 page so much the better.
  - **Achievement-based** – your CV should demonstrate what you've actually done and highlight your skills and abilities.
  - **Reality-based** – be honest. Give plenty of real examples.
  - **Easy to read** – your CV should be uncluttered. It should be in one single plain font which is large enough to read easily.
  - **Easy to understand** – the information should be organised logically. The person reading it may only scan it at first they need to be able to find what they need to know.
  - **Targeted** – Have a basic CV that you can then adapt to target it to a specific organisation. Change the order in which information comes: a museum won't necessarily want to know the same things as a lifeboat station.
- Take a creative approach if it seems appropriate. This could mark you out from the rest.
- Include a link to your web-site if it's a creative post you're applying for and you have a website which shows your work.
- Include a covering letter.

## Don't

- Lie, or even embellish the truth.
- Be shy! This is your chance to sell yourself.
- Assume your CV has to be text-based. It can be video or portfolio-based.
- Use a CV in place of the 'additional information' that many application forms ask for.
- Forget: presentation is everything! Create a smart, professional document and you will present yourself as a smart, professional person.

## Your CV should include the following elements:

- a title: your name, curriculum vitae
- contact details
- personal profile or statement

think of four or five bullet points that sum up what it is you do, who you are in your professional life

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- your main qualities


think of four or five concrete qualities you bring to this post

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## your **relevant** achievements

what have you done in the past which is **relevant** to the post you're applying for? Be specific; give particular examples; what exactly was your contribution (for example, did you organise, manage, support, evaluate, teach, exhibit, perform?)

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 referees (don't forget to ask them!) think of two people who have worked with you on similar jobs or tasks and include their Name, job title, organisation and contact details.

 You may also want to include:

- quotations or testimonials from previous clients (make sure you get permission!)
- your career history
- your educational qualifications

You can choose how you organise this information. Some people present it in date order, others use themes depending on the post they are applying for.