

CV Writing Tips

Writing a CV and doing it well, will help you to apply for a new position or opportunity.

Why is it important?

It is a record of who you are, what you have achieved and what you can offer

Colours

Use simple colour themes and avoid images



Length

Stick to a maximum of 2 pages (the top 1/3 is the most important – on average, an employer reads a CV for 8 seconds)



Sections

Clearly divide sections and include:

Personal details

Personal statement

Work Experience

Achievements

Education

Hobbies & Interests

References

Email address

Create a new, more professional email address if yours could be misjudged

 jay-luvs-LCFC-4eva@email.com

 james-maddison@email.com

Where were you?

Is there a time gap?
Explain it and be positive i.e. Volunteering, travelling

Word count

Leave out unimportant details, every word counts. Ask yourself “is this relevant?”

4 | 9 | 5

Split pages

Try to avoid spreading sections over multiple pages

Sending online

If emailing your CV, save the file in Microsoft Word with a professional name

Order

Place more focus on recent roles and list them first

Check it

Proofread it, check it and ask people for feedback



Research

Spend time reading up on the company and role, tailoring your CV to the opportunity will increase your chances



Some examples of keywords:

Adaptable	Organised
Confident	Positive
Creative	Pro-Active
Enthusiastic	Reliable
Hard-Working	Responsible
Honest	Trustworthy

Bullets

Avoid big chunks and break up text

Be honest

Sell yourself but don't risk your reputation

Tidiness

Your CV represents you. Be consistent with capitals, spacing and fonts

Some examples of words to avoid:

Amazing
Incredible
Perfect
Special
Unbelievable

REMEMBER

Your football experience is unique and you have valuable transferrable skills.



League
Football
Education