



# How to write a winning CV

A CV is a challenging document to write. If you are applying for a position that requires a CV you will want to include all the relevant background information as to why you are the best candidate for the role whilst being as concise as possible.

Remember that potential employers and supervisors will have other CVs to read and will have little time to digest copious amounts of information.

A CV is a living document which should be amended depending on the audience you are trying to impress. The Careers Service at the University of Glamorgan will be able to offer you comprehensive help and advice – their website is detailed and if you need a consultation you can use their web-page to make an online booking.

## Do:

Start off with your name, address and contact details clearly listed at the top of the page. You can follow this with a profile of yourself which can include an outline of your skills, experience and career goals.

Be truthful – be careful to get dates and qualifications right. These details maybe checked and errors will not be looked upon kindly.

Make sure there are no spelling mistakes.

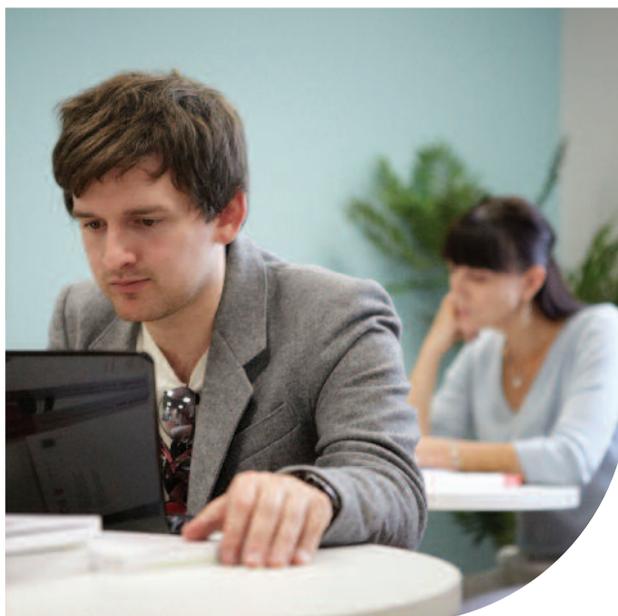
Follow the guidance set out in the advert with regard to page length, word limits, fonts and importantly the closing date!

## Don't:

Design an overcomplicated or fussy CV. If in doubt, plain and simple is best. You don't want to risk your invitation to interview because vital details were lost in amongst fuss.

Be so brief as to lose credibility. If you need to get a point across but are running short on space then try to provide a summary rather than detail. Further details can be discussed when you get to interview.

Get bogged down researching how to write a CV. There are lots of books and different theories on the subject. Following the advice and the template provided will be sufficient for the majority of CVs. Your time is better spent preparing for interview than becoming an expert on CV writing theory!



For further help, advice and information please e-mail: [gro@southwales.ac.uk](mailto:gro@southwales.ac.uk) or talk to the Careers Service.

Go online to book an appointment with a careers advisor:  
[careers.southwales.ac.uk/appointment](https://careers.southwales.ac.uk/appointment)