



# HOW TO WRITE A GOOD CV

## TAKE A DEEP BREATH

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It is so easy to get overwhelmed when tackling a task like writing a CV. Where to begin, what's relevant, amongst many things might be your first concern. Or, you might even think that there is nothing for you to write. Regardless of your background, we all have acquired transferrable skills that, when demonstrated appropriately, may be appealing to an employer.



## PLANNING

2.1

Almost always overlooked, and most certainly under appreciated, is the planning stage. Think about collating, matching, and presenting.



2.2

1 Collate -> gather all your work experience, be it full-time, part-time, paid, volunteering etc. Jot down skills and strengths you have acquired and how you got them

2 Match -> When applying for a job, the skill requirements will be made clear, match your acquired skills

Remember - you might need more than 1 version of your CV.

3 Present -> Stick with a simple lay out. Mostly image free, however in some countries providing a picture is a requirement



## HOW TO PRESENT

3

Everybody's CV looks different, so comparing it to your peers, might not be lucrative. Start with the facts ; names, dates, titles, and locations.

If you are a beginner, you might put education before work experience.

With work, the most relevant and recent must come first

Provide an interests section- you can humanise your CV and demonstrate your passions

Key skills section is optional, but beneficial, add references at the end if available- or, state that they are available on request



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## THE CHECKING STEPS

No CV is complete without a thorough check.

1. File - keep it simple with a word document or preferable PDF
2. Presentation - no more than 2 pages, preferably 1
3. Structure and content - make sure key sections are included
4. Skills - make sure you present your core employability skills
5. Language - check spelling punctuation and grammar
6. Relevance - does your CV match the role you're applying for?



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Your CV is the first impression, it is what gets you to the interview. Different roles and fields may require different formats of CV. This means, you might need to redraft your CV accordingly, or you may develop a sample CV that you just add to each time to tailor it to the job.

Start planning now, and if you get stuck, you can reach out to us on our website:

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