

CV FAQs

What is a CV?

A CV is a written document that shows your education, skills and experience.

Why do I need a CV (Curriculum Vitae)?

Many jobs will require you to send in a CV as part of the application process. Keep your CV up to date. You will likely need a CV for your entire professional career. Even if roles don't require a CV, they may require the same information, which you can then easily copy and paste.

How long should the CV be?

Your CV should be no more than 2 sides of A4. If it is longer than 2 sides then it is likely that the person reviewing it will not read the whole CV.

At the start of your career, a one page CV is advised - it's better to have less good quality and concise information than two pages of ramble in Size 20 font.

How do I structure my CV?

- Separate your CV into sections to clearly separate your key information. This makes it easier to review and pick out key information.
- Have your work experience and education sections starting from the most recent, for example, you would have the school or college you took your A-levels in first and then your GCSEs.
- Make sure that you write in a clear and concise way that is easy to read and understand.
- Make headings clear.
- Do not use abbreviations, if you have to (to save space), make it clear what the abbreviation is referring to so the reader knows what you are referring to.

What font should I use?

- We recommend using a font that is commonly used and easy to read, for example: Calibri and Arial.
- We recommend using black text, you can use other colours/italics/bold to make certain sections stand if you would like.
- We recommend using font sizes 10-12.

Should I include my grades?

- We recommend that you include your GCSE, BTEC, A-level or equivalent grades. You should include details on the two most recent levels of qualification you have, e.g. Degree and A-Levels, with basic GCSE information or A Levels and GCSEs.
- We recommend you include any relevant subjects and grades. If the role requires certain qualifications, make sure these are clearly visible, e.g. GCSE Maths grade 4.
- You can include any predicted grades you have - clearly label them as predicted.
- You can also include any additional projects/courses you have completed like an EPQ or our [online courses](#). If you have a degree, you can include your dissertation topic or any relevant modules you took.

What key details should I include?

- You should include your: name, phone number, email address. You can include other details, e.g. your LinkedIn account or home address
- You MUST NOT include other personal details like age, gender, sexuality, religion etc.

What should I NOT include?

- Photo
- Protected characteristics (e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation).

Should I list references?

- You can have a note at the bottom of your CV saying 'references upon request'. You do not need to include references in your actual CV.
- You should never include references without contacting your referee in advance to ask their permission to share their details.

Should I make my CV specialised to a role or should it be general?

- We recommend having a general copy of your CV which you can then make a copy of and edit to include any specific training, experience or qualifications to fit a certain role.
- Your general copy might be more than two pages long to include everything you've ever done, but you would never send this out.

What do I include in the work experience section if I do not have any (relevant) work experience?

- The work experience section can include a variety of experience you have, including: volunteering, paid experience, 1 day or 4 month work experience.
- We recommend mentioning experiences that helped you develop employability skills, e.g. communication, team work, data analysis, presenting, organisation, problem solving etc. This is good as it demonstrates that you have desirable skills that can prepare you for the role.
- You can include any extra-curricular activities, e.g. sports clubs, musical theatre groups.
- Check out our [work experience opportunities](#) here as they are free, easy to apply to and are great to include in your CV.

How do I make my CV stand out?

- Proofread! Check for spelling and grammar mistakes. Try and get someone (friend, family, teacher etc) to read through your CV to check for mistakes.
- Make sure your CV is easy to read.
- Be honest. Do not lie in your CV about qualifications/experience as employers will find out and think that you are highly unprofessional and untrustworthy.
- For all of your work experience, clearly state: your role, the company, the dates of your placement and provide a summary of the experience. This summary should clearly outline any key roles and responsibilities you had as well as what you learnt/gained. Show off your accomplishments and knowledge gained.

Any other questions? Email educationteam@uptree.co

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