



What are the different types of CVs?

Chronological CVs



These are the most common types of CVs and the ones employers tend to favour.

A chronological CV presents your experience on a job by job basis. This format demonstrates career progression and allows employers to get a feel for your career to date.

Functional CVs



These are less common but can be very useful in certain scenarios.

If you have gaps in your career that you want to divert attention from, if you have done lots of little, possibly unrelated jobs over the course of your career, or if you are looking to switch sectors, a functional CV may be appropriate.

The structure allows you to highlight your transferable skills and achievements. For the more mature applicant, it also takes the focus off your age.

YOUR CV OPENER—THE SAME FOR BOTH TYPES OF CVs

SECTION 1: Personal Details

- Include your name, telephone contact number (mobile more common than land line) and email address (create one that is conventional/professional sounding, not a nickname!)
- Can include geographical address but not necessary to do so
- No need to include: DOB, gender, marital status, age, photo

SECTION 2: Personal Profile

Three lines written in the third person, short phrases highlighting your ability to do the job you're applying for. Should be tailored for the role in question, don't be clichéd. Begin with a strong statement about yourself and follow with a few focused attributes, skills or experiences.

CHRONOLOGICAL CV

SECTION 3: Work History

- Written in reverse chronological order.
- For each role include: years of employment; company name; your job title.
- May include one line about what the company does if this is not evident from the name or job title.
- Up to three to four bullet points outlining your role in the company, skills and achievements.
- Complete each bullet point using the **STAR** format;
 - S** the situation you found yourself in
 - T** the task you were involved in
 - A** the actions you completed in the context of the task
 - R** the results that were achieved by your actions
- You only need to include up to about 20 years of work history (where relevant!). Anything before this time can be left off the CV.



SECTION 4: Education

- Written in reverse chronological order. This section may come before work history if you are a recent graduate or school leaver and the education is more relevant for your job application than your work experience.
- For each qualification, include years of study, qualification level—degree, A level, GCSE etc, and subject name
- Only include grades if they are top level (1st or upper 2nd degree, A* or A grades)
- For GCSEs: no need to include all subjects, just highlight number of GCSEs achieved and whether they include English, Maths and Science

SECTION 5: Key Skills

Refer specifically to IT and social media skills, any fluently spoken foreign languages

FUNCTIONAL CV

SECTION 3: Key Skills

- Choose three or four functional headings covering skills that are relevant for the kinds of jobs you are applying for, These may include communication, management, administrative, technical or creative skills, for example.
- Under each heading, include your relevant skills and experience in three to four bullet points. These skills and experiences may have been gained in employment, voluntary work, education or other areas.
- As in the chronological CV, your skills and experiences should be described using the **STAR** format;

S the situation you found yourself in

T the task you were involved in

A the actions you completed in the context of the task

R the results that were achieved by your actions

SECTION 4: Employment History

- Simply list the employers, job titles and years of employment with no further embellishment

SECTION 5: Education and Training

- Written in reverse chronological order.
- For each qualification, include years of study, qualification level - degree, A level, GCSE etc, and subject name
- Only include grades if they are top level (1st or upper 2nd degree, A* or A grades)
- For GCSEs; no need to include all subjects, just highlight number of GCSEs achieved and whether they include English, Maths and Science

YOUR CV CLOSING—THE SAME FOR BOTH TYPES OF CV

SECTION 6: Interests

Not strictly necessary to include, only add them if relevant and enhance your application (e.g voluntary work in relevant organisations)

SECTION 7: References

Not necessary to include on the CV. Can include a line stating 'references available on request' but this isn't vital.

