

# CV Guide: What to Include in Your CV

You can find a full guide on how to format your CV here <https://www.cxx.org/blog/how-to-format-your-cv>. Whereas this document explains what content to put in your CV, and shows you two CV examples with links to their template.

## Job Profile

This is the formal version of how you would answer the interview question 'Tell me about yourself'

**First sentence** – think of the adjectives that most describe you together with your normal line of work:

e.g. A highly organised and efficient administrator with over ten years' experience...

**Second and third sentences** – A summary of your work history, accomplishments and experience

**Last sentence** – Availability statement e.g. Full clean driving licence, willing to work flexibly and available for immediate start.

## Key Skills

Here you should include your primary skills / training relevant to job – e.g. Till-trained, fast and accurate, able to cash up etc. You can use the Work section of National Careers Service Job Profile as a source of ideas:

<https://nationalcareers.service.gov.uk/explore-careers>

## Employment

Include all of your relevant employment to date. This can include any voluntary work if paid employment is limited. Your employment should be in reverse chronological order (most recent role first) and should include your Job Title/s, Employer, Town, and Date to Date.

For each role include details of the job relative to the job you're applying for, again you could use the [Job Profiles link](#) to find direct or transferrable skills here. You should also include your achievements in that position.

## Education and Training

You should include any training that is relevant to the role you're applying for. An example could be 'European Computer Driving Licence (ECDL)'. Then you should also include previous education, for example 'X GCSEs including English and Maths'.

***It's worth noting that if your education is very relevant or impressive, you could include it above employment rather than underneath it.***

## Hobbies and Interests

Think about any hobbies that are especially relative to the job you're applying for, even if it's only loosely relevant through a transferrable skill such as team work etc.

## References

At the end you can add 'References available on request'. Make sure you've got references available in case you're asked for them.

## Conclusion & Templates

When it comes to quantity, one page is often ideal but two pages are okay. Just make sure you front-load the most important information. The first sift is often by a computer search for specific key words in the job description, and the second stage often takes 5 – 20 seconds per CV, focusing on what's visible on the first page.

The next two pages are example CVs using the advice given above. At the bottom of each example, you can find a link to the editable template.

As a highly skilled and experienced graphic designer, I possess a strong understanding of visual design principles and excellent creative skills. With a passion for delivering innovative and effective design solutions, I am committed to producing work that exceeds expectations and drives results. I'm currently available for immediate start.

Core Skills

- Proficient in Adobe Creative Suite, including Photoshop, Illustrator, and InDesign
- Strong understanding of design principles, including typography, colour theory, and layout
- Excellent communication and interpersonal skills
- Ability to manage multiple projects simultaneously and meet tight deadlines

Career Summary

Graphic Designer

XYZ Agency, London, UK | January 2021 - Present

- Work collaboratively with the creative team to develop visual concepts and designs for a range of clients and projects
- Create compelling designs for print and digital media, including websites, social media, and marketing collateral
- Manage project timelines and budgets to ensure timely and efficient delivery of high-quality work
- Present design concepts to clients and incorporate feedback to refine final designs

Junior Graphic Designer

ABC Company, London, UK | June 2019 - December 2020

- Assisted in the development of visual concepts and designs for a variety of projects, including marketing collateral, social media, and websites
- Contributed to the creative process by generating ideas and developing designs that aligned with project objectives and brand guidelines
- Worked closely with senior designers to ensure timely and high-quality project delivery
- Maintained a high level of attention to detail in all aspects of the design process

Work Experience Graphic Designer

123 Charity, Kent, UK | January 2019 – June 2019

- Assist the creation of designs for a range of media, including print and digital marketing materials, websites, and social media content
- Assist in projects from conception to delivery, ensuring high quality and timely delivery of work

Qualifications

BA (Hons) Graphic Design

University of the Arts London, London, UK | Graduated May 2020

Foundation Diploma in Art and Design

Cambridge School of Visual and Performing Arts, Cambridge, UK | Graduated May 2016

A Levels

Art and Design: A  
English Literature: B  
Mathematics: C

Hobbies and Interests

Photography is my greatest passion. I enjoy capturing and editing images in my free time, which helps me stay creative and refine my visual skills.

*\*References are available upon request\**

[Download the CV Template 1 here](#)

# Jacob Wilson

## Personal Profile

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## Career Summary

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### Graphic Designer

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### Work Experience Graphic Designer

#### 123 Charity, Kent, UK | January 2019 – June 2019

- Work with clients to understand their design needs and develop creative solutions that align with their brand
- Assist the creation of designs for a range of media, including print and digital marketing materials, websites, and social media content
- Assisted in the management of projects from conception to delivery, ensuring high quality and timely delivery of work

## Contact

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Phone: 07123 456789

Email: jacobw@example.com

## Core Skills

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- Proficient in Adobe Creative Suite, including Photoshop, Illustrator, and InDesign
- Strong understanding of design principles, including typography, colour theory, and layout
- Excellent communication and interpersonal skills
- Ability to manage multiple projects simultaneously and meet tight deadlines

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## Hobbies and Interests

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Photography is my greatest passion. I enjoy capturing and editing images in my free time, which helps me stay creative and refine my visual skills.

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[Download the CV Template 2 here](#)