

What is a CV?

CV is an acronym of a Latin phrase Curriculum Vitae, which means 'course of life', also known as a Résumé in North America. It is usually referred to a short statement containing information about your work history, educational and professional qualifications and skills and is used mainly to promote yourself to prospective employers when looking for a job.

Employers often ask for a CV instead of an application form. You can do it on paper or online. Often a cover letter is also required.

A good CV could result in you progressing to the next stage in the job application process – an interview, whereas a poor CV is likely to prevent the prospective employer from considering you as a suitable candidate for the job. This is why it is very important to get it right.

A CV should be adjusted for different job applications, however some information and the general order would remain the same and should include the following:

- Your name and address, including the postcode;
- Your contact details including the phone number and the email address;
- Your personal profile (this should be varied depending on the job you are applying for and is a statement of the reasons why you are the best candidate for the job);
- Your work history and service experience (with the most recent to the earlier posts/jobs);
- Your educational history and qualifications;
- Your professional qualifications (if relevant);
- Your hobbies (but only if they are relevant to the job you are applying for).

It is important that your military service history and the qualifications obtained during the service are easy to understand for a civilian, so try to avoid acronyms or military jargon which could be confusing to a potential employer if they have no military links.

There is a wealth of resources on CV writing online with most employment agencies having a lot of information available to prospective applicants. Make sure that you use UK website as the sites in the US, Canada or Australia are likely to use different vocabularies, spelling and formatting. Below are some good sources of information:

<https://nationalcareers.service.gov.uk/get-a-job/cv-sections>

https://support.veteransgateway.org.uk/app/answers/detail/a_id/720/~/-/cv-tips-for-veterans

<https://www.myperfectcv.co.uk/cv-examples/cv-sample-for-veterans>