

Curriculum vitae (CV)

What to include in a CV?

Contact (personal) details - Include your full name, home address, mobile number and email address. Your date of birth is irrelevant and unless you're applying for an acting or modelling job you don't need to include a photograph.

Profile - A CV profile is a short statement that highlights your key features and helps you stand out from the crowd. It is usually written at the beginning of a CV it highlights a few relevant achievements, skills and expresses your career aims. Write about things that are relevant to the job you are applying for. Write the CV personal profile short - 100 words is the perfect length.

Education - List and date all previous education, including professional qualifications. Place the most recent first. Include qualification type/grades and the dates.

Work experience - List your work experience in reverse date order. Make sure that everything you are mentioning is relevant to the job you are applying for. Include your job title, the name of the company, how long you were with the organization and key responsibilities.

Skills and achievements – Here you should mention your foreign languages knowledge, your IT skills and other skills that are relevant to the job. Don't exaggerate your abilities but also don't underestimate your skills and achievements.

Interests, activities – Describe your interest that are really relevant to the job. „Going to clubs“, „reading books“ or „watching films“ won't catch recruiter's attention. Good examples of interests can be „writing your own blog“ when you are applying for a job of a journalist or „interests in global warming“ in case you are applying for a job of an environmentalist. If you don't have any relevant hobbies or interests leave this section out.

References - You don't need to provide the names of people who can provide you with references. You can just write „references available upon request“ or you can leave this section out.

Curriculum Vitae

1 Personal Details

Fiona Scott
52 Hanover Street
Edinburgh EH2 5LM
Scotland
Phone: 0131 449 0237
E-mail: fiona.scott@caledonia.net



2 Education

- 1991-1992 London Chamber of Commerce and Industry
Diploma in Public Relations
- 1988-1991 University of London
BA (Honours) in Journalism and Media Studies (Class II)
- 1981-1988 Broadfield School, Brighton
A levels in German (A), English (B), History (B) and Geography (C)

3 Professional Experience

- 1995-present Public Relations Officer, Scottish Nature Trust
Responsible for researching and writing articles on all aspects of the Trust's activities and ensuring their distribution to the press
Editor of the Trust's monthly journal
In charge of relations with European environmental agencies
- 1992-1995 Press Officer, Highlands Tourist Board
Preparation of promotional materials and brochures
Co-ordination of media coverage
- Summers of 1990 and 1991 The Glasgow Tribune newspaper
Two three-month training periods as assistant to the Sports Editor
Arranging and conducting interviews
Preparation of articles covering local community sports events

4 Skills

- IT Office 2000 and Windows NT, Excel, Internet, Powerpoint
Languages Fluent German and proficient in French
Additional Driving licence (car and motorcycle)

5 Activities

- Cross-country skiing, rock climbing and swimming
Ski Instructor (grade II)
Secretary of the local branch of 'Action', an association organising sports activities for disabled children

6 References

Geoffrey Williams
Professor of Journalism
University of London

Brenda Denholm
Sports Editor
The Glasgow Tribune