

Your chance to sparkle - Curriculum Vitae Guidance

Healthworks wants you to be successful with your career objectives. A well structured and presented CV is the entry point for your career ambitions to be realised. A CV must always be truthful and promote the qualifications and the skills you have acquired during your career, in a manner which is easy to read, has flow and covers the relevant experience in reverse chronological order.

As you know, a CV enables an employer to evaluate educational and professional skills in the first instance.

If the CV is composed incorrectly, has spelling or grammar errors and waffles too much it may be dismissed by an employer. The best way to present your CV is to use a simple layout in a standard font size. The use of gimmicks like graphics, boxes and fancy artwork only serve as a distraction to the employer. The CV can be viewed as fickle and probably rejected.

Your CV should include name, address and professional qualifications followed by a brief introduction of one to two paragraphs , about who you are and what you do, summarising your key skills.

(this will give a prospective employer a quick reference to your ability and encouragement to further investigate the key components of your CV)

Continue by outlining in reverse chronological order:

1. Dates of Employment
2. Name of Employer and nature of business (if not defined)
3. Your job title/position within the organisation , followed by a brief description of your role and responsibilities.(The ability to demonstrate learning outcomes is advantageous)
4. List educational qualifications and dates secondary/college/university
5. List professional qualifications and dates/universities/awarding bodies, registration numbers and if relevant license expiry numbers.
6. Additional Information:
This should include any information you feel pertinent e.g.
Continuing professional Development : list dates, courses, awarding organisations
Interest outside of work: list areas of interest and memberships
7. References - Available on request

There are a number of key points to remember when composing your CV.

- Tailor you CV for specific positions
- Always account for any career breaks or gaps in your CV
- Know the detail of your CV to avoid any embarrassment at interview
- Stick to the facts and be concise
- Describe yourself and your experience honestly
- CV should be no longer than two to three A4 sized sheets