How to Write a

Professional CV

Choose the right format.

Add your contact information such as your full name, email adress and phone number.

Concise summary that highlights your goals and what you can bring to the role.

Highlight your professional experience such as any work experience.

Showcase skills relevant to the job you are applying for.

Detail your educational background (GCSE'S, A-Levels).

Include achievements and awards.

Tailor your CV to each job application

Proofread and edit, making sure it all looks professional and consistent.