

Writing a CV can be a daunting task, especially if you haven't written one in years...

The first thing to remember is that your CV should be tailored to fit the role you are applying for. It must be clear, easy to read and should highlight the most important skills and experiences you want the recruiter to take notice of. Keeping within two A4 pages, if possible, and including headings for each section can help with this.

Here are some basic rules on how to write a CV:

What information should be included on a CV?

Contact details:

The first section should always include your contact details. In today's world, it might not be necessary to include your full home address, but a contact telephone number, email and even your LinkedIn profile are all relevant pieces of information. Make sure these are clearly presented at the top of your CV.

Personal statement:

A personal statement is vital. This is the first section a hiring manager will read; make sure it stands out from the crowd. You can use this section to really sell yourself as the perfect candidate. It explains who you are, what you're offering, and what you're looking for. You can either format this in one short paragraph or in several bullet points.

Work experience:

In this section, you should include all your relevant work experience, starting with your most recent at the top. Include your job title, the name of the organisation, time in post, and your key responsibilities. Bullet points are best to use here, making it easy for a recruiter to see if you have the relevant skills required.

Achievements:

This section can be used to highlight any key achievements you have had over your entire career. If you feel it is necessary and would support your application, list examples of awards, projects or promotions that showcase your relevant skills to the role you are applying for.

Education:

Finally, add your educational details. You will need to include the dates, the institute who awarded you the qualification or award, along with the type of qualification you achieved. For some people, this part can be relatively small if you have a significant work experience that supersedes your previous qualifications. However, if you are newly starting in your career, you may want to place more emphasis on this section to demonstrate your skills and achievements.

Hobbies and interests:

It is a misconception that you need to add this part to a CV. If you have nothing of relevance which would support your application, then please leave this off. However, if you feel you have a hobby or interest that would back up your skills then feel free to mention it in this section. Don't simply add 'I enjoy travelling' for the sake of adding another section.

Extra info:

If you have gaps in your CV, please don't feel like you need to hide it. At BAE Systems, we will not discriminate if you have taken time out to raise children or look after a poorly relative, for example. Including this detail will help us understand why you might have been out of work for significant periods of time.