

# What to include in a CV

**Name** + contact details

## **CV profile**

Introductory paragraph

## **Skills section**

Highlight most valuable skills

## **Work experience**

List of previous jobs – can include voluntary roles

## **Education**

List of qualifications and academic achievements

## **Additional info**

Optional section for hobbies and other activities



## **Length**

Keep your CV between 1-2 pages to ensure busy hiring managers can read in full



## **Format**

- Use a simple easy-to-read font
- Break text up with bullet points
- Divide sections clearly with headings and borders

## ■ What to Include in a CV

First thing's first, the traditional CV should include the following sections:

1. [Contact Information](#)
2. [Resume Summary](#) or [Resume Objective](#)
3. [Work Experience](#)
4. [Skills](#)
5. [Education](#)

In that **exact** order.

Once you've included these sections in your CV (and still didn't manage to completely fill in your CV), you can also include some of the optional sections such as:

1. [Hobbies & Interests](#)
2. [Languages](#)
3. [Certifications](#)
4. [Publications](#) (If you're a writer or academic)
5. [Training](#)
6. [Awards](#)
7. [Volunteering Experience](#)
8. [Projects](#)
9. [Extracurricular Activities](#)