Activity: Design your own CV template

1. Have a look at a few (at least five) different examples of CVs from the suggested websites mentioned above or [download a selection here](D5%20CV%20examples%20download.pdf). If possible, print them out before you look. You will look at them twice, in different ways. Ideally, do this activity with a few friends or colleagues as you can then get a consensus of opinion – you won’t all necessarily agree!

The first sift:

1. The first time you look: simply glance over them and take no more than 30 seconds over each CV. Many employers will have to look at a large number of CVs in just a few minutes. They may form an opinion about you in just a few seconds.
2. Make a note of the CVs that you instinctively want to look at again. What is it about these CVs that attracts or impresses you? It could be the layout, use of space, heading, style, fonts, length, headers etc.
3. Use your findings to create a template that incorporates all of the best aspects that you would wish to use in your own CV.

The second sift:

1. Now go back to all the CVs and read them in detail. This time make a note of what impresses you about **how** the CV is written and what evidence is included. For example: the headings of different sections, the ordering of evidence, the impact of the wording and descriptions, the type of evidence presented etc. Of course, some of these things will differ as you recreate your CV to ‘fit’ different jobs (see the Tangram analogy in section D2).
2. Use your list to edit and review your own CV content. Better still – give your list of CV attributes to a friend and ask them to review your CV using the criteria.