CV Guidance

We’ve created a CV template for you to use to submit your information to us. The template sets up the layout of the document for you, however you can provide as much information on the template as you’d like.

Please ensure you keep your CV anonymous with no name or contact details shown. You will be asked to provide this information on our recruitment system prior to submitting your CV.

The sections below provides you with guidance on the information we’d be looking to see within each section of your CV.

CV Summary

This is a summary of you and your experience.

Keep this short, only about five lines, detailing your relevance to the job and make an impact.

You should cover areas such as:

* Key words that describe your personality e.g. ‘Motivated, Driven, Creative etc individual who enjoys….’;
* What can you can bring to the role e.g. Highly experienced Project Manager with experience of….
* What sort of role interests you and why. Your career goals?

**Example:**

A meticulous and hardworking project manager with 15 years of experience working in construction and civil works. Led the construction of the award-winning New Tower in 2018 and recently completed a pipeline project requiring the management of over 50 contractors. Motivated by having the opportunity to make a difference to the environment and enjoy work of a practical and outdoor nature. Keen to develop experience working on large-scale projects with tight schedules and budgets.

Skills

In this section you should bullet point 6 - 10 of your key skills and attributes in relation to the role.

Example:

* Excellent interpersonal skills, demonstrated by providing advice to clients, communicating with colleagues and professionals such as geologists and engineers.
* Strong people management skills and have managed teams working in multiple locations
* Expert knowledge of a variety of GIS mapping software
* Etc Etc

Work History

You should provide the following details in relation to your work history, with your most recent role at the top. If you have worked in numerous roles then positions from 5 years ago or earlier can just cover Job Title and dates.

* Job Title;
* How long you have worked there - if still employed you could state ‘1 January 2020 – present’;
* Key responsibilities – ensure you bring out the key experience relevant to the role your applying for.

**Example:**

Team Leader

Forestry and Land Scotland

June 2020—Present

* Management of a variety of projects within the region to ensure timely delivery
* Planning workloads and delegating tasks
* Managing multiple contracts
* Responsible for ensuring Health and Safety compliance
* Etc etc

Education and Qualifications

In this section provide the details of any relevant courses and qualifications from school, work, and other educational institutions which are relevant for the role.