**What makes a good CV?**

The core team at NHS IMAS see a lot of CVs and are often asked for feedback. Here are some top tips for writing a good CV.

Your CV is your key marketing tool, prior to interview. The purpose of a CV is to get you shortlisted for an interview. You need that interview to get the job! It is tempting to include a lot of detail spanning your entire career which can make your CV long. The first page gets the most attention so it is likely that third, fourth and fifth pages will not be read at all.

The most effective CVs are those that are tailored to a particular role and we are happy to store more than one version of your CV, each with a different focus e.g. strategy, operations, management. CV styles changes over time and currently the good practice advice is that the first page should include:

**An opening statement** – this should be your sales pitch, a short paragraph selling yourself based on your skills and experience relevant to the role. The Americans call this your “elevator pitch”, meaning how you would sell yourself to someone if you were in a lift with them for less than a minute. Thinking in terms of a short time frame and key points helps focus your statement.

**Key achievements** – listing these as bullet points is a clear way of demonstrating what you have delivered. Make sure they are focused on outcomes, not responsibilities. Adding statistics and measurements helps a client to put these achievements into context.

**Employment history** – clearly list your employer, job title, grade, the dates you undertook that role and a summary of your achievements in that role. Stating that you were “responsible” for something, someone or a group of people gives no indication of how successful you were at doing that.

For previous jobs, five years and older, simply list the employer and your job title. Any skills and experience over five years old, which are relevant to the role for which you are applying, should be included in your key achievements. When listing your qualification and education history include the highest level of education only. For example, the subjects and numbers of GCSE/O and A levels obtained are not relevant if you went on to get a degree at University.

Publications should only be included if relevant to the role, this will mainly apply to Medical Director and clinical roles. Listing publications in a CV is not usually needed if applying for a management role. If we have them on file and they are requested, we can always forward them on.

Your NHS IMAS CV does not need to include referees. We obtain references for you during the registration process and your CV will only be put forward once you are fully registered.

If you would like feedback on your CV or if you would like to provide us with an updated or additional CV, please contact the team on 0113 486 0132 or nhs.imas@nhs.net