



THE CV WRITING GUIDE

# BUILD THE PERFECT CV

BY SUMO LONDON  
[WWW.SUMO.LONDON](http://WWW.SUMO.LONDON)

**SUMO**

# WHAT IS A CV?

## CV

*noun*

Curriculum vitae: A short written description of your education, qualifications, previous jobs, and sometimes also your personal interests.

Follow this guide to build the perfect CV that will show you off to your best potential.

## CV MUST HAVES

### PERSONAL INFORMATION:

Always include the following details on your CV:

- Email Address
- Mobile Phone Number
- Town you live in and first half of your post code
- If you have a portfolio or website, include this as a hyperlink (include a password if protected)
- Personal interests & hobbies

### CV CHECKLIST

- |   |  |
|---|--|
| <input type="checkbox"/> Personal Information | <input type="checkbox"/> Education           |
| <input type="checkbox"/> Personal statement   | <input type="checkbox"/> Skills              |
| <input type="checkbox"/> Experience           | <input type="checkbox"/> Interests & hobbies |

**SUMO**

# PERSONAL STATEMENT

Writing a personal statement for your CV is a *great* way to give your job application a unique and powerful edge. Your personal statement should be:

- ✓ Tailored to the job you're applying for
- ✓ Highlight your relevant skills and experience.
- ✓ Concise, clear and direct, and should be
- ✓ No longer than four or five lines.

To get started, think about your **achievements, skills and experience** and how these can be applied to the job you're applying for.

Remember to include any relevant qualifications or certifications you have.

## EXAMPLE:

*"As a passionate videographer, I believe that the power of visual storytelling is unparalleled. My dedication and passion to the craft have allowed me to create compelling stories that evoke powerful reactions. I am excited to produce more high quality work and to pushing myself to explore new ways of expressing my ideas"*

SUMO

# EXPERIENCE

Start by creating a list of all the job positions, projects, and volunteer work you've done in the past. Once you have a comprehensive list, you can begin to compile the information into a CV.

**Start with your most recent job and list the title, company, and dates of employment.**

**Then, include a brief summary of your responsibilities, achievements, and any special skills you acquired.**

**For each item after that, include the same information in reverse chronological order.**

**Be sure to include any awards, certificates, and other special recognitions you have received.**

## EXAMPLE:

*[08/2019 - 01/2023]*

*Videographer & Video Editor*

*Agency 123*

- Completed a number of shoots for various clients across the fashion industry*
- Responsible for all videography and editing of projects*
- Developed and maintained relationships with clients*



# EDUCATION

A CV should include a comprehensive overview of your academic history, including any degrees or certifications you have earned, as well as any relevant coursework, projects, or research you have completed.

## EXAMPLE:

*[09/2015 - 05/2018 ]  
Film & TV BA (Hons)  
University of ABC*

- *Graduated with a 2:1 in Film & TV*
- *Adobe After Effects & Premiere Pro*
- *Final project was based around...*



# SKILLS

Consider the skills that you possess and how you can convey them to potential employers. Consider any hard and soft skills that you've acquired through your education, work experience, and personal life.

Hard skills are those that involve specific technical knowledge and abilities

Soft skills are personal attributes such as communication, teamwork and problem-solving etc.

# CV 'NO GO'S'

When creating a CV, it is important to remember to avoid including any information that is not relevant to the position you are applying for.

## EXAMPLE:

- Personal interests
- Irrelevant work experience
- Inaccurate or outdated information, long paragraphs, spelling or grammatical errors
- Unprofessional language.
- References
- Images
- Any personal information such as your age, marital status, or religious beliefs.
- Forgetting to add your contact information!



## DID YOU KNOW?

Photographs can cause problems with the Application Tracking System (ATS) recruiters use so CV's can be distorted / lost in the uploading process.

**Avoid putting a photograph on your CV at all costs!**

# THE RESULT ...THE PERFECT CV! 🙌

## JOHN SMITH

CONTACT NUMBER | EMAIL ADDRESS | PORTFOLIO / WEBSITE LINK

As a passionate videographer, I believe that the power of visual storytelling is unparalleled. My dedication and passion to the craft have allowed me to create compelling stories that evoke powerful reactions. I am excited to produce more high quality work and to pushing myself to explore new ways of expressing my ideas

### EXPERIENCE

**08/2019 - 01/2023**

**Videographer & Video Editor**

**Agency 123**

- Completed a number of shoots for various clients across the fashion industry
- Responsible for all videography and editing of projects
- Developed and maintained relationships with clients

**06/2018 - 08/2019**

**Assistant Videographer & Video Editor**

**Agency 123**

- Assisted a number of shoots for various clients across the beauty industry
- Training in editing projects to brand guidelines
- Developed and maintained relationships with clients

### EDUCATION

**09/2015 - 05/2018**

**Film & TV BA (Hons**

**University of ABC**

- Graduated with a 2:1 in Film & TV
- Adobe After Effects & Premiere Pro
- Final project was based around...

**2009 - 2015**

**GCSE & A-LEVELS**

**School of ABC**

- 9x A\* - C GCSE'S
- 3 xA-Levels in Media, Business Studies and Photography

### SKILLS / INTERESTS

- Adobe Creative Suite including Adobe Premiere Pro & Photoshop
- Filming & Editing
- Storytelling
- Motion Graphics
- Photography
- Directing & Producing
- Strong communicator
- Problem Solver
- Creative thinker
- Digital Marketing
- Social Media

**SUMO**

# LINKEDIN

When you've finished updating your CV, it's good practice to update your LinkedIn profile too. [in](#)

Your LinkedIn profile is working for you 24 hours a day, 7 days a week. Having the most up to date information on there allows recruiters to find you - You may just be the perfect candidate they are looking for!

[READ MORE](#)

**Now that you've built your perfect CV and updated your LinkedIn profile...**

**GO GET THAT JOB!**

If you found our CV writing guide helpful, follow us on LinkedIn & Instagram where we post more recruitment tips & tricks.

[LinkedIn](#)

[Instagram](#)

**SUMO**

