



## Education and qualifications

Here we'll show what details to include relating to your education, qualifications and professional development.

You can customise this section based on your own individual circumstances.

You can create your own headings by simply copying and pasting the grey bar on the CV template and re-typing the heading that best suits your needs.

Generally, the more work experience you have, the less important early qualifications become.

You should always include a degree. But if you have 20 years work experience then you don't necessarily need to include details of all your GCSEs. In fact you may decide to leave them off entirely.

For most people education should go at the back of the CV.

However, recent students or graduates with little work experience may place the education at the front of the CV. If you are applying for academic roles you may also want to highlight your qualifications at the front. For everyone else education should go to the back of the CV.

Education and qualifications should take up less than half a page of space – and ideally much less than this.

Remember - you want to keep your CV to 2 pages only.

Ask yourself: Will the reader recognise this qualification?

If you think not, then you can leave it out. Only give names of nationally recognised certificates and qualifications. Don't include internal courses you have completed that the reader won't know about.

Ask yourself: Will including this qualification make a difference in being called to interview?



If you think the answer is NO – again you can leave it out.

The Perfect CV template provides you with an education section like this. For you to include the name of qualification, the name of the school or university and the dates attended.

Use the TAB key on the key board to align the different headings.

Including dates is optional. There is no requirement to give dates of courses or certificates that don't have an expiry date - like degrees or A Levels. You may need to give dates, however, for certificates with an expiry date.

You can customise and create new sections by simply copying the grey bar with the education heading and pasting ABOVE the education section.

Then rename it to suit your purposes. Professional development is a good heading to list all your non-academic or work based qualifications.

If you are a member of a professional organisation you can also list this separately.

Remember, education and qualifications should take up no more than half a page of your CV.

There is no need to state references or even mention 'references available on request'. It is only much later on in the recruitment process that an employer will want to check references. So there is no need to mention these on the CV.