

TV CV WRITING TIPS

This list is designed as some pointers to get you started and is in no way exhaustive.

Before you start – it is worth considering it more useful to have a number of CVs for different job roles. Each one must be consistent in style but make easy reading for an employer in whichever industry you are working. E.g. have one as a TV Runner and another as a web designer (although in that specific instance it would be useful to list your html skills in your TV CV).

* Call your CV filename ' YOUR NAME - YOUR JOB TITLE - YEAR' so that employers can easily find you if they save it in a folder.

* Put your full name, no nicknames. Address, email, mobile (ensure your email address is appropriate and NOT *sexgod69@btinternet.com* or similar) at the top

* Put your job title at the top near your name. Employers want to know what you do very quickly and will spot it straight away.

* A personal statement should be a short paragraph. 2 or 3 lines on who you are, what you do and your current skills. Genre experience is also helpful. (Learn the difference between what is a genre and what is a technical format...)

* Next do some bullet points of your key skills e.g.

- Fluent French and German language skills
- Confident Z1 shooter
- Basic FCP / digitizing
- Live Studio & O.B experience
- Archive clearance

* Now list your credits. Each one should have the same format and should detail the following in bold to be easily scanned by an employer:

Your job	Name of production company	Name of production
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One line is sufficient to describe the programme and include the broadcaster. 2 lines description max.

* If you are relatively junior, you could briefly mention tasks that were delegated to you by a more senior person.

* Keep all your TV work together and list anything else you think could be useful in an 'other employment' section after your TV work if you feel this is supportive.

* If you have credits on adverts or promos - list the brands or bands

* Briefly list your education. Bullet points are best.

* Any relevant training should go last right at the bottom and you should list exactly which course you completed and the date. So find out the name and governing body of the course. First Aid, Health & Safety, Hostile Environment courses are as important as technical equipment training.

* You can list your references if you want to. Be sure to ask the person whose details you will be including BEFORE you do this. Also, if you provide them as a reference in an interview, be sure to tell them before the potential employer actually calls them!

* Your CV should be around 2 pages long. One page if you are a Runner and no more!