

Curriculum Vitae

Personal Details - Include your name, address, mobile number and email address. Make sure your answerphone message and email address are professional. Put this all in the centre of the page.

Your name
Address line 1
Address line 2
Postcode
Email
Phone Number

PERSONAL STATEMENT:

Write here

Personal Statement—Write a few short statements about yourself and the kind of role you are looking for. Mention your skills, personal qualities and your ambition to take on a role like the one you are applying for. This is often the hardest part of all on a CV as you need to 'sell yourself'. There are lots of examples on the internet to give you ideas.

Key Skills

Write here

Key Skills—Should be presented in bullet point format. A minimum of 6. Use this section to highlight and achievements and include details of all skills you have to offer potential employers.

Education

Write here

Education/qualifications—Details of the schools you have attended and your exam results or predicted grades. If you have a qualification that's relevant to the job or apprenticeship, make sure it's the first thing you include. Otherwise include your most recent qualifications (predicted grades first). If you have got a bad grade don't change it or leave it out. Honesty is important on a CV.

Experience

Position, Name of Company

◆ Bullet point your responsibilities

Work Experience—This is the part where you include part-time work, volunteering, plus any unpaid work experience. Make sure you include your most recent job first, and included a few sentences about your responsibilities and the skills you used.

Interests

Write here

Interests and achievements—This section shows that you have outside interests. Include some things that you enjoy or have achieved and try to make sure they are 'positive'. For example, if you include 'reading', make sure you are prepared to discuss the last book that you read.

References

Name, phone number and email (if needed)

References—References are people who employers contact to find out about your character and whether you'd be a good employee. You usually need two (make sure you ask them before).
If you are short of space, it's fine to put 'References available upon request'.

Top tips for a good CV

Presentation—type up your CV using a clear font e.g. Arial. Make sure that you keep the same size font throughout and avoid trying to do clever things. Keep it clear and tidy.

One sided—keep it to one piece of paper, two at the most. Employers are busy people and don't want your life story.

Organise—put the different information under clear headings and make sure all the headings and sections have the same font style and spacing.

Customise—tailor your CV to the job you are applying for. Use the job description to match the skills you include with the ones the employer is looking for.

Check it—make sure there are NO mistakes (spelling, grammar, spacing, etc.) Read it over several times and then ask someone else to check it.

Don't lie—it's never worth lying on a CV. You will always get caught out.