











Writing a CV

A CV describes the main things an employer might want to know about you, such as your education, qualifications, skills and work history. The purpose of writing a CV (full name: Curriculum Vitae) is to show you meet the requirements of the job and get an interview. 

If you have a CV prepared it will save you time when applying for apprenticeships and jobs – a few tweaks, depending on the job description, and it's ready to go! You can also send it to any companies where you would like to work - called a 'speculative application'.

CV tips

It's said that some employers reject a CV after looking at it for just five seconds. First impressions count so here are some ways of getting your CV onto the 'Read again' pile:

-  Tweak it every time. A bland, 'one size-fits-all' CV is unlikely to get shortlisted for an interview. You don't have to rewrite it completely but read the job description, pick out the main requirements and then check whether your CV highlights those same points.
-  Keep it clear and easy to follow. Use a plain font, a simple layout and avoid any eye catching or amusing touches as these are just as likely to annoy as attract attention.
-  Check spelling and grammar.
-  Keep it short. If you're just out of school or college then 1 or 2 sides of A4 is normally enough.
-  There aren't many fixed rules about laying out a CV, but put the most important information first so that the employer sees it straight away.
-  Be positive about yourself.
-  Be truthful. If you get an interview you could be asked about anything you have written. 
-  Keep to the point, which is to show that you can do the job and would fit into the company.



Writing a CV

What to include in a CV

Personal details

Give your name and contact details, such as address, email and a phone number, so that the employer can invite you to interview. Avoid joke email addresses – no-one will laugh!



Profile

Write a short outline (e.g. two or three sentences) describing who you are and what you have to offer, for example: 'I am a hardworking school leaver with a good attendance and punctuality record and I am hoping to enter a career in..... I have good communication and IT skills, and I can work both in a team and without supervision.'

Check your profile every time you make an application so that it fits with the job requirements.

Education and qualifications

List the secondary schools / colleges you've attended and any qualifications you've taken, with dates. If you don't know your results, use predicted grades but state that they're not final.

Skills

When describing your skills, highlight any that are listed in the job description, e.g. IT (name which software packages you can use) or languages. Always include personal ('soft') skills such as organising your work, communication, working in teams and problem solving. These skills are always in demand. Give examples of when you've used them, e.g. school projects.

Employment history

List any previous jobs and employers with dates, job title(s) and your main duties. Include work experience, part time jobs and volunteering. If you're about to leave (or recently left) school or college then this might be a challenge because the recent pandemic cut out many opportunities for work or volunteering. Be positive and creative and include any virtual work experience plus any jobs (whether paid or not) that you've done for other people over the last year, such as dog walking, car washing or shopping for neighbours. Also describe (either in this section or under 'Skills') what you learned from these activities, e.g. timekeeping and handling money.

Interests

Briefly describe one or two things you enjoy doing, plus any positions of responsibility.

References

You are normally expected to give contact details of two people (not family) who will recommend you for the job. One should usually be your school / college or current employer. Remember to ask them first. It's ok to say their details are 'available on request' but you should still decide who choose them and ask beforehand.



FULL NAME

123 Anywhere St, Any City, postcode | 077***** my email@gmail.com

PERSONAL PROFILE

A hardworking student with an excellent record of attendance and punctuality. I have good communication skills and I can work in a team and without supervision. I am looking for part time opportunities whilst completing my studies.

KEY SKILLS

- Team working
- Problem solving
- Practical skills
- Proficient in Microsoft office applications
- Good numeracy and literacy skills
- Keen to learn

EDUCATION

2014-18 Any school, Sheffield, GCSES

- Maths 5
- English Language 5
- English Literature 5
- Geography 5
- Dual Science 4 5
- BTEC Engineering
- BTEC Sport

WORK EXPERIENCE

Milly's Cafe

Café Assistant July 2018 (2 weeks work experience)

- Serving customers
- Preparing food and drinks
- Taking orders
- Cleaning and general housekeeping

Reading volunteer September 2018 -ongoing

- Supporting Y7 students in pairs reading
- Gained awareness of safeguarding issues
- Demonstrated reliability and communication skills

OTHER ACHIEVEMENTS

- Baby sitting
- Bronze Duke of Edinburgh Award
- Volunteer football coach

REFERENCES ON REQUEST

CV Template



Personal Details

Name

Address

Telephone and Email

Personal Profile

Key Skills

Work History

Education and Qualifications

Hobbies and Interests