

How to complete your CV

Start by getting together all your certificates and other useful information such as your school report and your work experience booklet.

Your CV should be no longer than 2 sides of A4. Use size 11 or 12 font – Calibri, Arial or Timesnew Roman. Use plain text, no pictures, text boxes, tables or fancy fonts. Use tabs to make sure things are aligned. It should contain factual information about you; don't say anything that you can't show evidence of.

Here are some guidelines which will help you know what to into each section:

Your name and contact details: Put your name at the top in big font. Under this put your email address (make sure it is a professional email address) and mobile phone number.

Note: You do not need to put your Address, Date of Birth, or a photo on your CV - you can put your location if you want to but keep it to the city/town, never your postcode.

Personal Profile: The Profile is optional but you can use it to add one sentence which sums you up.....e.g. I am an hardworking school leaver who would like a career in (the work area you are applying for) I am keen to work in ... (say something about the job or company).....

Note: This is the first they will be reading about you so you need to sell your self here to keep them reading on. (when creating your CV **do this section last** – its easier to write when you have all of the other details below)

Skills: This section is very important You need to match the skills that you have to the job you are applying for; e.g. if it asks for IT skills you could give examples of the Microsoft Office programs that you can use and what you have done with them.

Note: When thinking about your skills – take a note of when and where you last used it and what for – this will be useful for the application and then later on for when you have your interview.

**See the 'Skills fact sheet' and the examples below.

Education: Give your subjects and grades accurately (an employer will check your actual certificates at interview). If you don't have your results yet you should give predicted grades.

Employment/Work Experience: List your work from most recent to earliest. Put the name of the company and location, Your role/job title, dates you were there in month and Year format. When giving details of the job, try to link it to the skills asked for in the job you are applying to; e.g. being part of a team.

Other Information: Add details of anything else that you have done that could be useful for the job; e.g. passing a first aid course or getting an award for attendance.

Hobbies /Interests: These show that you are a well rounded person and can be as relevant as the jobs you have done as they show the sort of person you are.
Give 3 examples of how you spend your free time.

References: You will usually be asked to give 2 references. One should be your last employer or school, the other should be someone else who can say positive things about your work or personal qualities (not close family).

**– DO NOT PUT REFEREE DETAIL ON YOUR CV-
Only give these details when you are ask for them.**

Remember you will need to change your CV each time you apply for a different role.

Example of SKILLS

Team Work e.g. Playing sports, Team Projects, Group work for subjects, Drama Groups etc.

Communication Skills: e.g. Presentations, mixing well people of all ages , voluntary work, written communications such as letter writing

Reliability e.g. Full attendance at school, positions of trust in school such as Prefect, good timekeeping, voluntary work , part time work, etc.

Responsibility Do you baby-sit, have a part time job, have you helped out in school or organised an event, etc?

Organisational Skills Balancing social life with school, organising a coursework timetable, organising events out of school

Leadership Skills e.g. leading a group in a project, Team captain.