

RESOURCES

A series of useful information to help you



CV Help

Your CV should:

- ✓ Be neat, typed if possible and to the best standard you can achieve in content and layout
- ✓ Be short, two sides of a sheet of A4 paper is normally enough
- ✓ Be positive, it should emphasise your achievements, strengths and successes
- ✓ Make a good impression. This means presenting the facts about you in a positive way.
- ✓ Keep it simple. Use a clear font, like Arial
- ✓ Write in plain English to get your message across

How to use your CV

Send your CV with a covering letter or email asking companies if they have any current or future vacancies.

Use your CV to help you remember all the dates and information you need each time you need to fill in an application form.

When applying for jobs by phone it can help if you are asked to give more information about previous jobs.

What to include

You should present your CV clearly and keep it simple. There is an example CV on the back page but you should always include:

- ✓ Your name
- ✓ Your address
- ✓ Your phone number
- ✓ Your e-mail address
- ✓ Your career history

Put your most recent job first and include dates. Employers will be more interested in what you have done recently. Include the skills and experience you have gained across those jobs.

You don't need to include your date of birth

Laws on discrimination mean that you don't need to put your age or date of birth on your CV. Put your most recent job first and include dates. Employers will be more interested in what you have done recently. Include the skills and experience you have gained across those jobs.

CV no-no's...

- ✗ Avoid 'hard to read' fonts
- ✗ Wrong contact details
- ✗ Poor spelling and grammar

Other information to include:

A personal profile

This is a short statement at the beginning of your CV to promote yourself as well as your specific skills, experience and personal qualities.

Make sure the statement is tailored to fit the requirements of each job that you apply for, so that you make it clear to the employer that you're right for the job.

You can follow your profile with a list of two or three achievements that are relevant to the job, such as health and safety certificates or courses you have completed.

Key skills

Include any relevant work experience or anything you have done whilst you have been taking part in your hobbies and interests. Promote your good qualities and skills.

Work history and experience

Start with your most recent job and work backwards. It might be helpful to go through this with someone on a separate sheet of paper first, as things might come back to you as you talk and write. Make sure you don't leave any gaps in your employment dates. If there have been periods of time when you haven't had a job then say what you were doing, whether you were unemployed or doing voluntary work.

Education and qualifications

Include any qualifications and training from your school or college or any training you might have done in a previous or part-time job. Put the most recent first and include any qualifications that you got from school or college.

Achievements

Mention things you did well in your past jobs which could be relevant to the job you're applying for.

Hobbies and interests

You could include some of your personal interests if you think they are relevant to the job you are applying for.

References

It is a good idea to put down two references here. The rule is generally to include your most recent employer but for this one you could include your tutor or assessor and another one could be your manager during a period of work experience. You can also include a friend or relative who has known you for some time and is able to give a good, honest character reference. Make sure you ask their permission before you include their details.

Don't forget to...

- ✓ Keep the employer's needs in mind. Every employer will have their own needs and requirements, so make sure that your CV matches up with the skills and experience they're actually looking for.
- ✓ Make sure all dates match up and everything is spelt correctly. Give your CV to someone to read through as it's vital there are no mistakes – this is one of the main reasons CVs are rejected.
- ✓ Finally, look at the CV before you send it off. It might be that you need to make some small changes to it to make it more specific to the job you are applying for.

Make sure it doesn't end up in the bin

- ✓ Check the spelling!
- ✓ Keep it concise
- ✓ Get a second opinion.

Top tips

- ✓ Make your name stand out on the CV by using large font and bold text. It is easier to spot on a desk full of CVs.
- ✓ Make sure your mobile is switched on for when employers need to contact you but also make sure the answer message is suitable
- ✓ Create a sensible email address to use for job applications and any other career-related enquirers
- ✓ In your covering letter, tell the employer who you are and why they should interview you. Keep it relevant, interesting and brief.
- ✓ Add additional information if necessary, for example:
 - ✓ Where you are now (School/College)
 - ✓ Your career path ambitions
 - ✓ Facts about yourself, relevant to what the employer is looking for
 - ✓ What you want to achieve with the employer (Apprenticeship or work experience)
 - ✓ Keep to a maximum of six lines
 - ✓ Research the job specification and highlight relevant important Key Skills
- ✓ Also include work experience organised by school. Start with the latest first and work backwards. Bold out the first line for impact.
- ✓ Don't be shy about adding achievements, especially if you have little or no work history.
- ✓ Start with latest and work backwards. Include any pending exam grades.
- ✓ Highlighting hobbies and interests helps the employer understand you as a person and provide questions for the interview.