# CV Factsheet

**This information has been put together to provide hints and tips for creating your CV. Everybody's CV is unique and this information should be used for guidance only when putting your CV together.**

### What is a CV?

A CV is an essential part of the recruitment process. It is a document that highlights your qualifications, skills and experience to demonstrate to employers why you are suitable for the jobs that you are applying for. In most cases, Employers will ask for an up-to-date version of your CV when you apply for any jobs with them. If Employers do not request a copy of your CV, this is likely to be because you are required to complete an application form which includes all of the information your CV contains. It is important to have a regularly updated version so that you can apply for jobs more efficiently.

### What should be included in a CV?

A basic CV should include the following:

- Your personal details (Name, Address or Location, Telephone Number, Email Address)
- A Personal Statement (a brief summary of who you are, the skills you have)
- Key Skills
- Education and Qualifications (newest qualifications first)
- Employment History/Work Experience (list the most recent first. Include employment details, name, address, dates of employment and details of your role/experience)
- Hobbies and Interests (list those that will be helpful in getting a job)
- References (you can state that they are available upon request)

### What is a CV used for?

A CV is used in the first stages of applying for a job whether it's paid employment, volunteering or work experience. When applying for a job, you are likely to have seen a Job Description and Person Specification in advance so employers will use this alongside your CV to see if you match what they are looking for. A CV is like a passport to getting a job. You wouldn't be able to travel abroad without a passport, or board a train without a valid ticket – you won't be able to apply for a job without a CV. Employers will assess your CV and if they feel that you may be suitable, will then invite you to the next stage of the recruitment process which is normally an interview. They will refer to your CV during the interview.

**Top Tips for Writing a CV**

- A CV should be word perfect and not have any mistakes.
- A CV must be grammatically correct.
- You must ensure that the CV you submit matches the skills and experience that employers are looking for. You will need to make small changes every time you submit your CV to ensure that your CV best fits the job description and person specification.
- Although CVs will need to be adapted, they must always be a true representation of who you are. A CV will be used during interviews and if you have invented experience, skills or even qualifications, you will find the interview more challenging which will be incredibly embarrassing. You can also lose your job if you have lied about qualifications gained.
- A CV should be a maximum of 2-3 pages depending on experience.
- You should not use text boxes, different colours and fonts or include a photo of yourself on your CV unless specifically requested.
- Make sure all of your CV is formatted exactly the same throughout. e.g. If you have listed a section title in bold, make sure all titles are in bold.
- Ask family, teachers or the Work Related Learning team to look at your CV for additional help and guidance to spot any mistakes before you submit it to an employer.
- Refresh your CV every few months so that you can add more skills, qualifications and not have to re-work it at great length when applying for a job.
- Do not overfill your CV. The aim is to be succinct and list the important information.
- When sending your CV to an employer always save as CV (Name) (Job Title Applying For) e.g. *'CV – Alan Smith Graduate IT Assistant'*. It will help the employer to save your CV in a system with lots of others and not get lost.
- First impressions count with a CV. If it doesn't look professional and is not easy to read, your CV will be rejected.

The thought of writing a CV can be very challenging especially if you believe that you only have basic information to include.

**Selling yourself** can be very challenging. There are numerous websites which provide advice about terminology that will help you to sell your skills.

**Hard skills** are those that you have learnt such as IT, reading, subject specialisms etc. **Soft skills** are those that are embedded within you and form your personality. For example if you are a chatty, outgoing person this could translate on a CV as having good communications skills, confident and articulate. If you prefer working on your own in class rather than within a group of people, this could translate on a CV as being self-motivated, showing initiative and having good time management skills.

For **more hints and tips on CV writing go to:**

https://successatschool.org/advicedetails/200/Skill-Up:-My-First-CV-Template

https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv

The information below will give you an idea of a layout for your CV and the information you should include.

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**FULL NAME**

Telephone Number                    Email                                    Location

### Personal Profile

This section allows you to sell yourself in terms of your own skills and personal qualities. It is written in the third person. You could also mention the type of work or experience that you are seeking and what you hope to gain from the experience. No more than four to five lines. Use short, focussed sentences.

### Skills Summary

To help add some length to your CV, you could list skills in bullet points.

### Education/Qualifications/Further Training (Use as Appropriate and List Most Recent First)

*(School Name, Town and County)*                                    *(Dates studied there)*

11 GCSEs: Grade 9-4 including English and Maths. (You could also list specialist subjects relating to the job that you are applying for).

I am currently studying for the following qualifications (list all courses in alphabetical order). Examinations to be taken in 2019/2020. If you are attending a different setting than the one where you took your GCSEs, list the current location in the same way that you have for the one where you obtained your GCSEs. When you have passed these qualifications, they should be listed first, before your GCSE results.

### Experience (List Most Recent First)
This section could be split in two if you have more experience that needs to be listed e.g. 'Employment History' and then a separate section for 'Work Experience'.
Include details of any part time work you have or have had in the past. Address and dates first and then explain your role.
List any work experience in Year 10. Address and dates first and then explain what you did.
List any details of volunteering roles that you have or have had in the past.

### Hobbies and Interests
For example: sports, music, after school clubs.
Include details which will be relevant to your application.

### Special Achievements
Give examples of any achievements that you are especially proud of including new skills acquired, certificates, school awards, Duke of Edinburgh etc.
Include details that will be relevant to your application.  For example, giving evidence of responsibility, or organisational skills.