

What is a CV?

CV is short for Curriculum Vitae which means 'course of life'.

Your CV is a summary of the skills, education and work experience you have so far in your life. You can add to your CV as you get more experience and qualifications.

What do I need a CV for?

You need a CV to apply for part-time and full-time jobs and Apprenticeships. Your CV is a way of advertising yourself so that employers want to meet you and hopefully offer you a job.

What should a CV look like?

Your CV should be one to two pages long – definitely no more than two sides of A4. It should be word-processed and printed on white paper. Use white space, headings, bold font and bullet points to make it easier to read. What should a CV include?

Personal Details

- Name
- Address
- Telephone Numbers – make sure you update your CV with your mobile number if you change it,
- Email – but not any inappropriate usernames i.e. psycho123@hotmail.co.uk doesn't give the best first impression.

Personal Profile

An introduction of who you are i.e. what is special about you, what type of work you are looking for. No longer than two or three sentences. Also put when you are available to work e.g. I am a hardworking student looking for a part-time job. I have customer service experience and am able to work with others in a team and on my own initiative. I am available to work from 4pm weekdays and any time at the weekend.

Skills and personal qualities

Think about the job you are looking for. What skills will be needed? Pick two or three and think about how you can prove that you have those skills e.g. Practical – I enjoy practical subjects in school such as Design Technology and Science. I like to make and repair things. I help at home with DIY and have helped my Dad to pave the drive and design the garden.

Personal qualities are words to describe yourself, caring, motivated, reliable, there's a skills and personal qualities sheets to refer for examples.

Education/Qualifications

- Name of school and dates attended (month and year)
- Subjects and grades predicted/achieved
- If you don't know your final grades yet it is OK to put your predicted grades and you can update your CV once you have your final grades.

Work Experience

If you have had more than one job, put your most recent first.

- Name of employer plus dates (month and year)
- Job title and brief description of what you did and skills gained.

Interests and Hobbies

Voluntary/charity work, sports or leisure activities. If you do anything unusual mention this as it will set you out from the crowd.

Referees/Referee

A referee is someone who will write you a good reference i.e. say nice things about you, and you need to give the contact details of at least two referees on your CV.

Ideally this would be a teacher from school/college and one from a previous job. If you do not have any work experience, use two teachers

- Put name, job title and contact details – address and telephone number and/or email address

If unsure and it will delay your submission of CV for a vacancy, you can say 'provided on request'.