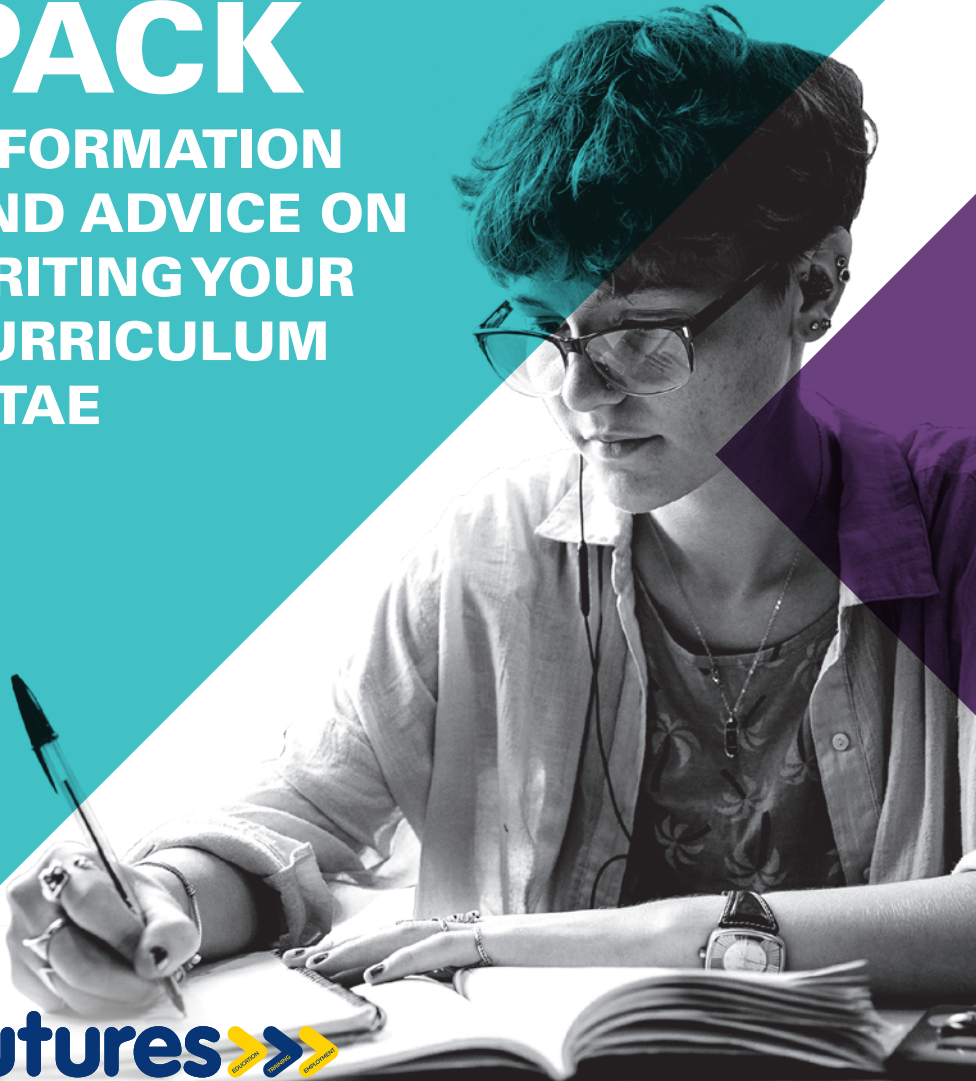


CV INFORMATION PACK

INFORMATION
AND ADVICE ON
WRITING YOUR
CURRICULUM
VITAE



WHAT IS A CV?

A CV is a summary of your skills, qualities, career and education and is your chance to sell yourself to an employer.

WHEN DO YOU NEED A CV?

- ▶ In response to an advertised vacancy when an employer has asked for a CV to be included with your application.
- ▶ For sending speculatively to an organisation to ask about possible job vacancies.

WHAT SHOULD BE INCLUDED?

There are different styles you can use to write your CV but it should cover these points:

- 01** Personal details – your name, address, telephone numbers and email address.
- 02** Your skills and experience – these are the most important aspect of your CV. Remember to include those skills you have developed through paid and unpaid work highlighting skills that are relevant to the role.
- 03** Education – name of school(s) and college if appropriate, including dates and courses. Start with the most recent.
- 04** Qualifications – list all qualifications including subjects, grades and dates gained.
- 05** Employment/work experience – name of employer, dates worked, job title and main duties. Start with the most recent.
- 06** Additional information – this could include any additional skills or qualifications you have e.g. languages, first aid certificates or driving licence.
- 07** Hobbies and interests – this could be useful to give the employer a better idea of your personality and what you like to do in your spare time. Include any sports you play, clubs or teams you belong to and anything that shows skills an employer would like. Socialising with friends is not a hobby!
- 08** References – this is the name of someone who can be asked to write a reference for you, which could be a teacher, an ex-employer or someone in the community who knows you. You should include at least two references. Do not include relatives or anyone under the age of 18. Make sure you ask their permission before putting anyone on your CV as a reference and ensure you have their correct and up-to-date details. If unsure, enter 'Available on request.'



HINTS & TIPS

To get your CV noticed and read by a prospective employer, it should be:

- ▶ Clear - information should be easy to understand
- ▶ Concise – the employer hasn't got time to read lots of irrelevant information
- ▶ Well laid out - so the employer can find the relevant information easily, e.g. qualifications.

To achieve this you could:

- ▶ Use clear headings to separate information
- ▶ Use bullet points rather than long paragraphs
- ▶ Keep your CV short, maximum two sides of A4 paper.

CV WRITING – DOS AND DON'TS

DO

- ▶ Check spelling and grammar carefully
- ▶ Type your CV
- ▶ Keep a copy of your CV
- ▶ Start sentences with action words (verbs).
- ▶ Target your CV to the job you are applying for
- ▶ Use strong sentence introductions e.g. skilled in, proven abilities in, demonstrated experience in etc.
- ▶ Be positive and highlight your strengths.

DON'T

- ▶ Write on the back of the pages
- ▶ Use contractions, e.g. I've instead of 'I have' etc.
- ▶ Lie or exaggerate – you may be asked to explain your CV in an interview
- ▶ Assume that the reader will know anything about your previous jobs or courses
- ▶ List what you have done – instead, try to analyse the skills you have gained
- ▶ Include negative or irrelevant information
- ▶ Over use personal pronouns e.g. I, my or me
- ▶ Send your CV to an employer without a covering letter explaining why you are sending it to them.

Search for examples of CVs online but make sure yours is about you and highlights your skills, strengths and experiences.

EXAMPLE CV

EXAMPLE CV

Your name
Your address
Your mobile number
Your email address

Personal Profile

A hard working, trustworthy and enthusiastic individual, looking for an apprenticeship in I.T. Able to adapt and work well under pressure to meet deadlines. Dedicated to pursuing a career in I.T. and keen to try new challenges.

Skills

- Excellent I.T. skills
- Works well within a team but able to use own initiative
- Problem solving and thinking logically
- Punctual and enthusiastic.

Education

2018 - 2019 Northampton College
BTEC Level 3 Diploma in IT

2013-2018 Northampton Academy

GCSEs: Maths (5), English (4), English Literature (3), Science (5),
PE (5), French (3), ICT (5)

Employment History

2018 to present - Tesco Customer Service Assistant

- Assisting customers
- Taking returns and issuing refunds
- Experience of cash handling and working as part of a team.

June 2017 - Topshop Sales Assistant (Work Experience)

- Customer care
- Managing the fitting rooms and using the electronic tills
- Arranging the garments for display in the shop.

Hobbies and Interests

I play a variety of sports including basketball and football. I played in the basketball team whilst at school, and currently play within a local league.

References

Available on request.

TOP TIP

Your CV is something which will be unique to you. It should be different to other people's. Use the example as a guide and try to reflect your personality in your CV.

Remember an employer often decides who to interview from a pile of CVs, so try to make yours as interesting and relevant to the job as possible.

Idea – you could put in your CV what your future ambitions are, e.g. to run the London marathon. This might not get you the job, but it may get your CV noticed!

CV BUZZWORDS

Employers look for certain skills which you can mention on your CV.

Which of these describe you best?

- ▶ Willing to learn
- ▶ Hard-working
- ▶ Committed
- ▶ Creative
- ▶ Reliable
- ▶ Dedicated
- ▶ Keen
- ▶ Focused
- ▶ Resourceful
- ▶ Trustworthy
- ▶ Independent
- ▶ Organised
- ▶ Confident
- ▶ Good communicator
- ▶ Motivated
- ▶ Energetic
- ▶ Team player
- ▶ Enthusiastic
- ▶ Flexible
- ▶ Copes well under pressure
- ▶ Uses own initiative
- ▶ Able to prioritise
- ▶ Adaptable
- ▶ Good time management skills



EXAMPLE OF A COVERING LETTER

Your name
Your address

The Date
Mr. A. Employer
Employer Address

Dear Employer's name or Sir/Madam

Please find enclosed application form/CV in response to your advert for a warehouse person.

I am keen to learn and enjoy hands on work. I feel that with training and encouragement I could develop the skills needed to succeed in this role.

Although I have no experience in this particular job, I have been attending courses while looking for work, which have given me more confidence in myself and taught me to get along with other people in different situations.

I look forward to hearing from you in the near future.

Yours sincerely

Your name

EXAMPLE OF A SPECULATIVE LETTER

Your name
Your address

Your mobile number
Your email address

The Date
The Manager
Company name
Company address

Dear Employer's name or Sir/Madam

I am writing to enquire about any suitable vacancies you may have now or in the future.

I am a college leaver and have just completed a BTEC National Extended Diploma in Sport. Whilst at college I was able to get a Saturday job working in a busy department store. This has given me some valuable customer service experience and an interest in retail work.

I feel my personality is suited for a career in retail as I am friendly, honest and reliable. I am looking for an opportunity to develop my experience and customer service skills and start a career with a successful retail company.

I have enclosed my Curriculum Vitae and hope to hear from you shortly regarding any possible opportunities, you may have at this time or in the near future.

Yours sincerely (faithfully if to Sir/Madam)

Your Name

For help and support email
the Futures team:
futures@northamptoncollege.ac.uk

Alternatively, you can visit the Futures
Team based in The Lookout at Booth
Lane, or pop in to Student Services at
Lower Mounts or Daventry to make an
appointment with an advisor.