

CV Support Pack

Name: _____

Form: _____

Form Teacher: _____

Content & Presentation of your CV

- Don't write Curriculum Vitae at the top- it's obvious this is your CV
- Only include information that you can back up
- Keep it short (2 x A4 sheets - printed on one side only)
- Do not staple
- Keep it well organised and well presented
- Make sure you (and someone else) checks it for errors
- Always send a covering letter

The heading names and order of information below is not prescriptive. You can change these to suit your personal requirements. In some cases you don't need to use headings at all ie for Personal Details.

Personal Details

- Supply preferred first name and surname, your full address, including post code at the top of your CV.
- Include the area code for your telephone number, and include a mobile number if you have one.
- Supply an email address where appropriate (make sure this is business like).
- Make your name stand out - use a larger font or bold/ italicise it.
- You may choose to draw a line under your name, address and telephone number to divide your personal details from the main CV.
- **Don't include** date of birth, marital status or nationality.
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Personal Profile

- Provide a positive "pen picture" - keep it brief.
- Only emphasise relevant achievements and experience.
- Highlight transferable skills & knowledge.
- Highlight specific skills you have or projects you have carried out either through work or personal activities. If you have a substantial list of skills or achievements, you may wish to include a bullet pointed list of these rather than include them in a narrative style paragraph.

Education & Training

If you include this information, the title should describe the information you are providing:

Education & Qualifications - schooling/college details plus qualifications gained

Qualifications - list of qualifications gained

Training - list of courses attended that may not have been certificated

- Give priority to the most recent relevant qualifications.
- Include training courses undertaken while employed as well as unemployed.
- List successes only- **don't include grades unless particularly good.**
- Decide how much information is required e.g. where you gained qualifications, when, last school etc.
- There are many different formats for this section depending on the level of information you are giving i.e. bullet point list of qualifications only.

Content & Presentation of your CV

Skills & Achievements

- This is usually a bullet pointed list specific to the job that you are applying for, used to highlight specific skills or major achievements that will be important to the employer in that industry/job.
- **Do not duplicate your Personal Profile.**
- This section is not required so unless you have specific skills and achievement to highlight then leave it out.
- This usually follows your Personal Profile and comes before your Employment History.
- If you have a limited work history you may wish to identify skills you have gained through work experience, voluntary work, social activities etc. that an employer in a particular sector requires.

Employment & Work Experience

The title for this section should be selected to suit the information you are providing.

Work History - use this if you have a range of varied jobs which include work experience.

Employment History - use this if you have had a variety of jobs that are unrelated.

Career History - use this where you have followed a similar career path over a period of time.

- Start with the latest job and work backwards.
- Include part time, voluntary, and self-employed work- but take care on the heading used (see above).
- Give job title as well as company and location.
- Give dates of employment in the format which projects the best image to an employer. Try different formats i.e. day/month/year or month/year or year only, to see the image it portrays.
- List main duties and skills where appropriate.
- Put greater emphasis on the most relevant work experience.
- Where employment history is lengthy, summarise early years' experience e.g. "1978-1985- a variety of temporary contracts and longer periods involving"
- Make sure the information is clear and easy to read.
- Unemployment and sickness are not occupations and should not be included.
- Attendance on a training course is not employment so don't include this under "Employment History".
- However, if you have undertaken work experience as part of a training programme you should show this as work experience.
- This section usually follows Personal Profile or Key Skills/Achievements, but if your work history is limited but you have lots of qualifications or have recently left university, you may wish to move this down your CV.
- Use a different style e.g. bold, italic, capitals etc. for job titles, company names and/or dates to make them stand out from the duties/job description.

Additional Information

This section could be titled "Additional Information" or "Interests & Other Information": "Hobbies and Interests" etc. The title should describe the information you are presenting. This section gives the employer a better idea of who you are, and allows you to provide information that may not be relevant to other sections.

- Include relevant social activities e.g. team sports, club membership etc., as well as individual pastimes e.g. gardening.
- Do not write "socialising" or activities which may give a poor impression.
- Try to make the hobbies/interests relevant to the job you are applying for if possible.
- Driving licence or other personal details may be included if appropriate.
- This may either be a short list of bullet points or a paragraph saying, "I am interested in" or similar wording.
- References- names and addresses do not need to be supplied, you can just write "References are available on request", but ensure that you do actually have some! You do not have to include this on your CV.

Joe Bloggs

11 Mersey Grove

Liverpool

L9 4PS Mobile: 078893465

E-mail: joebloggs@hotmail.co.uk

Twitter/Linked/Blogs In (nb: social media increasing being used by employers to recruit but only use if your profile is professional, mostly used for aged 18+)

Personal Profile

Key Skills

Try to avoid duplication with your personal profile

Use bullet points. Most employers spend 5 seconds glancing at a CV before deciding if it's relevant

Education & Training

State your most recent education/employment first.

Employment/ Work Experience

Include school work experience, voluntary work, fundraising, part time jobs, care responsibility, speaking on behalf of class mates, Dance/Drama/Music performance....

Achievements or Additional Information

You can add one of the above headings, but this is optional.

This is useful if you need to highlight additional achievements eg: Duke of Edinburgh, Dance Certificate, Art Award which is not covered elsewhere on your CV

Hobbies & Interests

References

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11 Mersey Grove
Liverpool
L9 4PS Mobile: 078893465
E-mail: joebloggs@hotmail.co.uk

if your profile is professional, mostly used for aged 18+)

Personal Profile

An individual with a strong desire to succeed in a challenging and motivating environment. A diligent person who is able to listen carefully to instructions and interpret them accurately. Possesses good communication skills, and is happy working alone as well as with others. A hard worker who is a positive and supportive team member with a co-operative attitude and a flexible approach.

Key Skills

- **Hardworking and reliable** - capable at finishing tasks on time and achievement at a high level in many disciplines.
- **Teamwork**- experience in supporting a team to achieve shared goals within an education setting
- **Communication** -skilled in both verbal and non verbal communication with a variety of people at different levels
- **Reliable** - excellent attendance record at school

Education & Training

2008 - Present **Birkenhead High School Academy**

GCSE/BTEC	Maths	C
	English	B
	Science	C
	ICT	Distinction
	Issues and Beliefs	A
	Media	Distinction
	Hospitality	Merit
	Business	Merit
	French	Pass

Employment/ Work Experience

Date: Resurrection
Title: Shop Assistant

Duties

- Till operation and payment handling
- Dealing with customer requests
- Running general errands
- Supervising the changing rooms
- stock room duties and replenishment
- Greeting customers in store

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Personal Profile

Key Skills

Education & Training

Employment/ Work Experience

Achievements or Additional Information

Hobbies & Interests

References