

## How to write a CV

### **What is a CV?**

CV stands for Curriculum Vita which is Latin for Life Details. It is information that sets out your personal details and anything else that will help you get an interview. It is your personal calling card to advertise what you are selling – YOU. A CV is not like an application form where you have to answer set questions. If you call into a company to apply for a job and they ask you to leave your details it is much easier to give them your CV.

### **Tips for Writing Your CV**

A CV needs to be kept up to date as you gain more qualifications, experience or employment. A CV should be neatly and clearly presented as first impressions count.

Ensure you:

Present your details neatly

Use good quality paper

Set it out so it is easy to read and include at least one referee

Keep it simple

Keep it short – no more than 2 pages.

Double-check for errors

### **What to Include**

Your CV is about you so your **name should stand out**.

Address, postcode, contact telephone numbers, email

#### *Personal Profile*

This paragraph of 2/3 lines should describe you in a nutshell.

Employers get a lot of CV's. This part should set you out from the crowd. Sell yourself.

Use some of the words from the 'Action Words' section of this leaflet.

#### *Education*

Give details of the secondary school(s) you have attended.

Qualifications – How you show your qualifications depends on what you are trying to highlight. If you have enough space you may want to list your subjects and grades, perhaps put them in a table so structured more neatly.

Include all extra-curricular courses e.g. First Aid, Babysitting Certificates, Duke of Edinburgh, driving license etc.

#### *Employment Experience*

Include any work experience and part-time jobs. Start with the most recent and work backwards in time. List what you have done to show your skills and experience.

#### *Interests*

Include any voluntary work you have done, membership of teams or organisations, clubs, etc. Where do you like to go? Have you done anything you are really proud of such as raising money for charity?

#### *References*

Add one reference initially (Mrs Merson in school can provide this)

### **Covering Letter to Accompany your CV**

The letter you send with your CV is just as important as the CV itself. The letter should be in 3 sections. The first section says why you are sending a CV, either to apply for an advertised vacancy or "on spec" to see if there are any jobs going.

The second briefly highlights your skills, experience or personal qualities that match those needed for the job. Finally, you need a sentence to finish off the letter, e.g. If you should consider me suitable, I look forward to hearing from you.

Mrs Merson will help you write a CV and / or covering letter.