 How to write a CV...

**Why write a CV?**

When you are looking for work, your C.V is designed to sell your value to your future employer. Future employers will be impressed that you have taken the time to gather all the information that they need to know that you ARE the right person for the job.

**What is a CV?**

CV stands for curriculum vitae, which means the course of my life. It’s generally one sheet of paper that contains your contact details, your education, and skills or work experience that you may have. Your CV may make an employer interested in giving you a job.

**Here’s what you need to include:**

* **Name and Address.** Use your full name and address with a post code. Your phone number and email address.
* **Personal Profile.** Imagine this as a mini-advert for yourself. Summarise your skills and qualities in a few lines. Examples overleaf. Also it can worth demonstrating to the employer what you are hoping to achieve in the job, e.g.: Currently I looking for a nursery nurse position that will give me an opportunity to use my already gained skills whilst continuing my own learning and development in this career.
* **Education and qualifications.** Start with your most recent qualifications first, primary schools do not need to be included!
* **Work Experience.** List all the jobs that you have had, Full-time, part-time paid or un-paid. Start with the most recent first.
* **Hobbies or Interests.** This is another chance to draw attention to the things that are great about you. Here you can list any awards (e.g. Duke of Edinburgh Award, music exams.) If you don’t hold any then you can leave this part out.
* **References.** Give the names and addresses of two people (teacher, family friend or employer) that know you well and would tell an employer about you. Try not to use family members.

**How should my CV look?**

* Remember that your CV may be one of many, meaning it is essential that you provide a clear and concise page of information about your best bits!
* Use white paper
* Typed CV’s always look better than handwritten ones.
* Keep sentences and paragraphs short, using the examples above.
* Adapt your CV to the job that you are applying for.
* Always check your spelling!
* Always save a copy so you can update it.
* Store your CV in an envelope of plastic wallet, unfolded if you can.

**Profile Summaries**: Try to highlight relevant experiences to the job that you are applying for.

I am a self motivated, energetic person with a real interest in arts and crafts, seeking a job where I can use my interests and offer excellent customer service in a retail environment.

For jobs working with people look at specific people skills, such as, negotiating, effectively dealing with demanding customers, presentation skills, handling conflict, or showing empathy.

For jobs in child care, emphasise any experience you have working with children and the age range of the children that you worked with. Personal experience such as brothers and sisters or babysitting jobs also counts.

**CV Power Words**

Achieve Accurate Adaptable Capable Committed Organised Competent

Confident Creative Dependable Efficient Enthusiastic Experience Flexible

Helpful Honest Innovative Keen Logical Motivated Organised

Reliable Thorough Trustworthy

**Great websites for tips, ideas and templates:**

* Careers South West
* National Careers Service
* <http://www.monster.co.uk/career-advice/article/top-5-cv-tips>
* <http://www.jobs.ac.uk/careers-advice/cv-templates/1905/top-10-tips-for-writing-your-cv/>
* <http://www.bbc.co.uk/news/business-15573447>
* <http://www.reed.co.uk/>

**Extra Information**

Your CV needs to be at least one page of A4, and no more than 2 sides of A4.

A good CV always has a covering letter! See our advice guide for the perfect covering letter.

Don’t forget the THESAURUS –a great tool to help make your CV look more professional.

**Remember**

The average employer spends approximately 40 seconds looking at CV’s when they arrive, so make sure yours is clear and concise. Use the attached example as a guide.

Keep your CV to at least one side of A4 and no more than two sides of A4.

Change your CV for each job that you apply to, always demonstrating your skills that suit the job.

Additional Information means relevant hobbies/interests.

Spell check and read your CV through to spot any mistakes before sending.

If you’re not sure about something or unsure how to word something, ask GOOGLE.

**Example CV**

Miss Annie. Other

18 Random Road, Nowhereville, Torquay, Devon, TQ1 1PU

Email: [annieemail@hotmail.co.uk](mailto:annieemail@hotmail.co.uk)

Tel: 077896132245/01803840000

**Personal Profile**

I am currently seeking a role within the sales sector. I am a hard working individual who works well in a team. I am very good at talking to people from all walks of life. I am motivated to improving myself and achieving success in all that I do. I am looking for a job that will provide opportunities for personal growth.

**Education and qualifications**

Health and safety Certificate (2016)

Torbay school, Torbay Road, Torquay, TQ3 2EE

G.C.S.E’s Maths, C, English, D, Science, D, Sociology, E, Art, E

**Work Experience**

Babysitting two children ages 6&8 every Saturday night. 2014-2016

Paper Round for Namer Newspaper 2009-2014

**Hobbies and Interests**

Violin at Grade 3

Gymnastics at Grade 3

**References**

Mr.N.Magoo Mr. Teacher

Namer Newspaper, Torbay school,

32 Willow Road, Torbay Road,

Torquay, Torquay,

TQ32 5RE TQ3 2EE