HOW DO I WRITE A CV AND WHY DO I NEED ONE?

Top tips to get you started with your CV

Amazing Apprenticeships

Many job adverts will request that you submit a CV as part of the application process. Having a CV ready that can be quickly updated is important for any new job seeker.

This guide will get you started...

What is a CV?
CV comes from the Latin word curriculum vitae which stands for 'course of life'. It is a short document that summarises your education, skills and experience, which relate to a role you want to apply for.

Do all CVs follow the same format?
No, there are different CV styles, depending on the role and the stage you're at, but there are certain things that employers will always expect you to include (see the checklist).

Who looks at a CV?
It depends on the size of the organisation. It could be just one person, for example, the company owner if it's a small company, or it could start with HR and go to multiple people in a larger company. Many employers now remove personal information that could be used to unfairly advantage or disadvantage you.

What should I include in a CV?
The main sections to include are:

Contact details
Full name, mobile number and email address.

Profile / personal statement
A short paragraph, setting out your main skills and attributes.

Education and qualifications
Including type and grades (if you have not yet taken your exams, you can include predicted grades).

Work or volunteering experience
Details of any paid or unpaid employment or experiences and a short summary of tasks completed.

Skills and achievements
For example, IT packages you can use, any languages you speak.

Interests and hobbies
This section is useful if you don't have much work experience.

References
You may be asked to provide two referees that can provide a personal or professional reference.

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What should I include in my profile / personal statement?

It should be a concise statement (around 100 words) that sums up who you are, what you hope to do and helps you to sound like the right person for the job.

You could include:

- Why you are suitable for, or interested in the role / industry.
- A sentence or two about any work / volunteering experience.
- Any skills, attributes or significant achievements that are relevant.
- Any academic qualifications that are relevant to the role.

How can I make my CV relevant to the role I am applying for?

Look at the job advert and refer to the job description, person specification and company details. Think about how your skills and experience match what the employer is looking for. Make sure you highlight any relevant qualifications, training or experience you have.

Should my CV be the same for everything I apply for?

No, try to tailor some of the sections of your CV so that it is relevant to the role you're applying for. For example, in the interests section, you could say that you enjoy gaming if you're applying for a role in that industry. You should also make sure your profile statement is relevant to the role you're applying for.

CV TOP TIPS

- Make sure there are no spelling/grammar mistakes.
- Ask someone to proofread your CV.
- Use active words to highlight your skills and strengths, for example: planned, organised, created.
- Personalise your CV to the employer by linking it with words used in the advert and job description.
- Make sure your email is professional.
- Include a cover letter with your CV.
- Don't lie or exaggerate.
- Don't include your home address if you're uploading your CV online.

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Use a professional font consistently that is clear to read and a font size between 10 and 12.

Use clear spacing and bullet points.

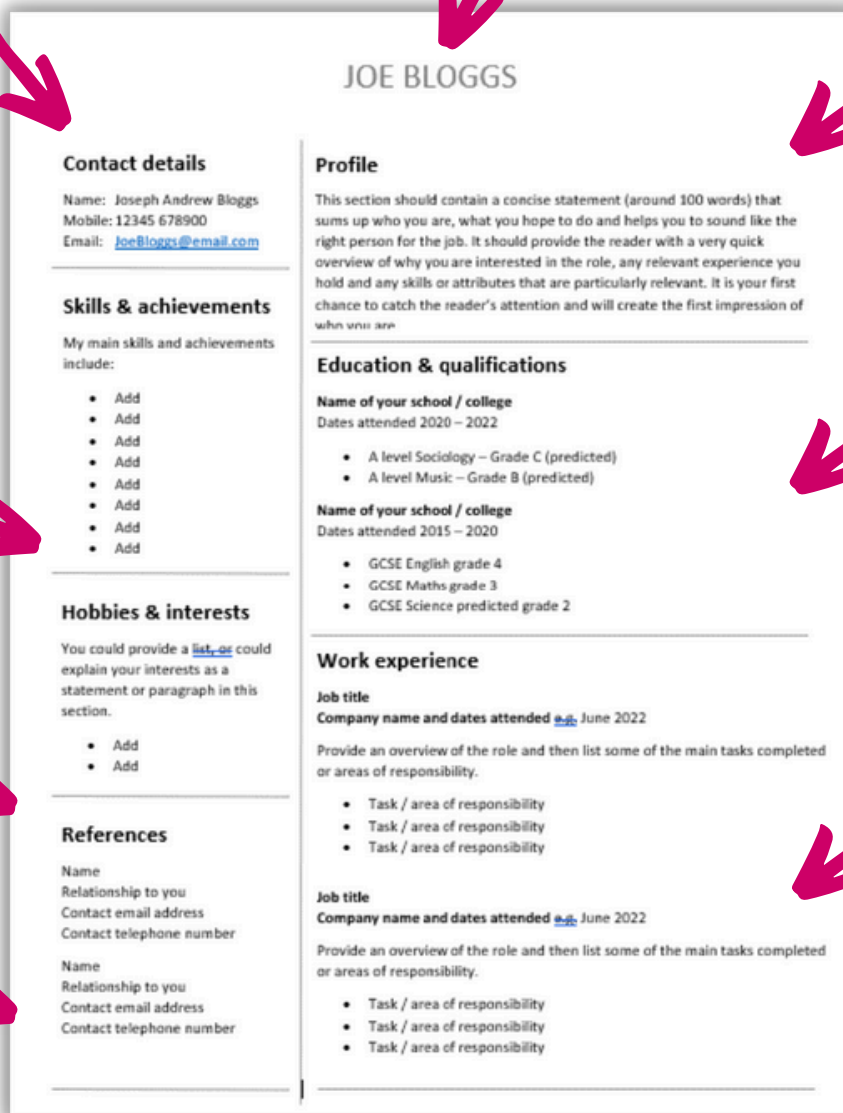Use section headings and make them stand out.

If you prefer, you can say 'References available upon request'.

Use your name as the title.

Put your profile statement at the top under the title.

List everything in order of most recent first.

You can include any voluntary activities and unpaid work.

JOE BLOGGS

Contact details

Name: Joseph Andrew Bloggs
Mobile: 12345 678900
Email: JoeBloggs@email.com

Skills & achievements

My main skills and achievements include:

- Add
- Add
- Add
- Add
- Add
- Add
- Add
- Add

Hobbies & interests

You could provide a list, or could explain your interests as a statement or paragraph in this section.

- Add
- Add

References

Name
Relationship to you
Contact email address
Contact telephone number

Name
Relationship to you
Contact email address
Contact telephone number

Profile

This section should contain a concise statement (around 100 words) that sums up who you are, what you hope to do and helps you to sound like the right person for the job. It should provide the reader with a very quick overview of why you are interested in the role, any relevant experience you hold and any skills or attributes that are particularly relevant. It is your first chance to catch the reader's attention and will create the first impression of who you are.

Education & qualifications

Name of your school / college
Dates attended 2020 – 2022

- A level Sociology – Grade C (predicted)
- A level Music – Grade B (predicted)

Name of your school / college
Dates attended 2015 – 2020

- GCSE English grade 4
- GCSE Maths grade 3
- GCSE Science predicted grade 2

Work experience

Job title
Company name and dates attended e.g. June 2022

Provide an overview of the role and then list some of the main tasks completed or areas of responsibility.

- Task / area of responsibility
- Task / area of responsibility
- Task / area of responsibility

Job title
Company name and dates attended e.g. June 2022

Provide an overview of the role and then list some of the main tasks completed or areas of responsibility.

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WHERE CAN I GET HELP WRITING MY CV?

If you are at school or college, there should be support available, speak to your careers adviser and find out. There is also lots more support available online.