



Training & Employability

Writing a CV

A CV is a document used to demonstrate your skills and experience and market yourself to an employer.

Every CV should be tailored to the job or sector you are applying for. Different roles demand different skills so it's important to highlight what is relevant to the job.

You can check out the CV template to see an example. Try not to go over 2 sides of A4. Save it as a PDF so it looks neat and can be opened on any computer. This way you can also have a version saved on your phone if you see a job when you're out and about.

Structure

The typical sections in a CV are detailed below. Some CVs can use a different structure but this is a lot of the information you will need to include.

Personal details

- Full name
- Email address
- Phone number
- Address

Personal Statement

- A few sentences about who you are and what roles you are looking for
- Use adjectives and descriptions which are appropriate to work
- Highlight experience e.g. many years in customer service

An example: "Responsible and enthusiastic person with many years' experience in excellent customer service. Ability to work individually or as part of a team, with a strong work ethic and a desire to achieve high standards. Looking for suitable employment in the driving industry"

Key Skills

- Use bullet points to highlight a few relevant key skills
- Think about what skills this sector or job needs

Examples: communication skills, full clean driving licence, supervisory experience, performs well under pressure, time management, problem solving, IT skills

Employment Experience

- Start with your most recent employment first
- State the company, job title, location and dates you were employed there
- Be sure to address any gaps in employment – these can also be an opportunity to sell yourself. Were you studying? Were you caring for a child or relative? Experiences out of work teach us lots of skills too!
- Add a few bullet points about what your responsibilities and achievements were
- You can also include voluntary positions and work placements

Education History

- Start with your most recent qualifications first
- State the name of the school, college or training provider, the date you achieved this and the qualification you received

Hobbies and Interests

- Keep these neutral – detailing that you're a die-hard Man United fan might not work to your advantage!
- Think about how they're relevant to the skills and experience you've detailed e.g. if you're applying for a role in gardening, do you like being outside?

Examples: painting and drawing, solving puzzle games, reading, cooking and baking, travelling, hiking, fitness and sports, playing an instrument, films, woodworking

References

- You can leave out the specifics at this point. Write that you can provide them on request

Top Tips

- **Have a sensible email address**
The employer will absolutely notice your email address! You could sound great on paper and then your email address makes you look really unprofessional. Create one using your name and stay neutral. Would you take 'drunkgirl467' seriously? (yes, this is a real example!)
- **Be creative!**
Employers see LOTS of CVs. Have a think about how to make it eye catching and engaging. Browse online for some examples you like. Microsoft Word and Google Docs have templates you can use and explore.

- **Take a look at different types of CV**

Whilst CVs often include the same types of information, there are different ways of presenting this. Some types of CV are more appropriate for certain sectors or job roles.

Types of CV to have a look at:

skills based CVs

technical CVs

academic CVs

creative CVs

- **Be clear and precise**

Use a clear and understandable font and size. Keep your sentences short and accurate. Use bullet points and clear headings to create space – avoid big sections of text. Use active, positive language which is relevant to the job description