

# Writing a CV



Employers will use your curriculum vitae (CV) to decide whether you're suitable for a job vacancy. It's a record of your qualifications and skills, so you need to make sure it's up to date for every new job you apply for. A CV is a brief description of you. It should include your personal details, current or previous job role/s, educational qualifications and any hobbies.

Employers choose who they want to interview from what is written and how it is presented on your CV. Therefore, it is important to make it easy to understand and show off your qualities. Spelling mistakes, poor grammar and missing information on a CV looks really bad. If it doesn't make sense or is incomplete, employers will simply throw it in the bin.

## How should a CV look and what should it include

There is **no** right or wrong way to set out a CV, but there are some standard sections that it should contain. These are:

- **personal and contact information**—i.e. address and mobile number
- **education and qualification**—i.e. currently studying and first aid
- **work history**
- **skills relevant to the job**—i.e. sales job requires communication
- **hobbies and interests**—i.e. working in a team and position of responsibility
- **references**—when leaving school one should be a tutor or teacher and the other can be anyone else except for a family member

Keep your CV to a maximum of 2 pages of A4. Employers receive a lot of CVs so it's unlikely they read them all from start to end. In fact, most will make a judgement about a CV after a few seconds, so keep it as short as possible.

Remember that employers won't expect you have lots of work experience. The key is to think about anything you have done at Castle Manor, what you do in your spare time or your interests. Is anything that you have done matches the job you're applying for?

5 things to remember when writing a CV:

- Keep it to a maximum of 2 pages
- Type it out in a clear font
- Target your CV to suit the job you are applying for
- Keep the original safe and keep it up to date
- Keep a copy of the CV you send to the employer

For any further questions or assistance, please see, Mr. Course or Mr. Russo

## Filling in application forms

Some companies will ask you to fill in an application form instead of sending a CV. An application form is often your first chance to impress an employer. Take your time, and use these points to help you:

- Photocopy the form before you start. This way you can practice
- Check for any special instructions
- Check your spelling and grammar
- Write clearly using black ink
- Complete all relevant sections in full. Never write 'see CV'
- If a question does not apply to you, put 'none' or 'N/A'
- Check the form over, and ask someone else to check it as well
- Don't forget to sign and date the form
- Make a photocopy of the completed form this will help you prepare for a interview

Most application forms contain a supporting information section. This is your chance to really sell yourself by matching skills and experience to the specification. You can use separate headings to focus your writing.

## CV Checklist

### Contact Details

- Full Name,
- Full Address.
- Email Address
- Home and/or Mobile number

### Profile

- 10-15 descriptive words that relate to you.
- Leave out hardworking and team player!

### Skills & Qualities

- Include any skills you have that are relevant to the job. For example, aware of health and safety, good time management, confident using excel etc.

### Employment & Voluntary History

- For each role you have done include:
- Your position.
- Company name.
- Type of work: Full-time, part-time, work experience, voluntary.
- Dates: started and finished, at the very least include the month and year.
- 3—5 roles and responsibilities you completed i.e. interacting with customers.

### Academic Qualifications

- Include all the GCSE's you have.
- Include any A-Levels and college qualifications.

### Additional Information

- Include any achievements.
- Include anything that makes you more employable i.e. driving licence.
- Try to include the year which you achieved anything.

### Interests and Hobbies

- Try to include 3-5 hobbies and interests and state why you enjoy them.

### References

You can state, available on request.

However, if you include references for each one include their:

- Full name,
- Position at the company,
- Full name and address of the company,
- Contact details: telephone and email.

It's important to remember, that you **must include** your education and employment history in reverse chronological order (most recent first).

All CV's are different and there is no set way how one should be completed. However, for further CV information support and design, please see Mr Course, <https://nationalcareersservice.direct.gov.uk/advice/getajob/cvs/Pages/formats.aspx> or <http://www.thesource.me.uk/jobsandcareers/cv-builder-for-young-people-in-suffolk/>.

## Sample CV I

### Michelle Davies

14 Any Road  
Haverhill, CB9 9JE  
Home: 01440 000000  
Mobile: 07700 000000  
[anymame@email.co.uk](mailto:anymame@email.co.uk)

### Profile

A versatile and professional student with wide ranging experience in a variety of different areas including mentoring peers and work-experience in childcare. Seeking to combine academic achievements and work experience in a challenging role within the childcare sector.

### Education and Qualifications

2014 – 2016 A Sixth Form College

**3 A-Levels** English Language (A)  
Psychology (B)  
Business Studies (B)

2009 – 2014 A Secondary School

**9 GCSEs Grades A – C**

Include subjects and grades: English, Maths and Science. Then by subject in alphabetical order by grade, GCSE then BTEC.

### Voluntary Experience

#### **2014 – 2016 Volunteer Mentor Youth Offending Team**

- Providing one-to-one support, guidance and encouragement to young people.
- Maintaining confidentiality.
- Supporting mentees to set positive goals and work towards achieving these.
- Establishing and maintaining regular and timely contact with mentees.

### Additional Information

- Confident with a range of IT packages including Word, Excel, Powerpoint, internet and e-mail
- Fluent in Spanish and French
- Full, clean driving licence.

### Interests

- Captain of Haverhill Rovers FC Under 16's
- Active member of the Student Parliament.

### References

- Available on request.

## How to write a covering letter

**Always** send a covering letter with a CV or application form. It is another chance to sell yourself by saying why you want the job and what you can offer the company. Read the advert carefully and highlight how you meet the skills and qualification that the employer is looking for—**don't** repeat what is written in your CV.

Don't forget that you probably have many skills that employers are looking for, even if you haven't got lots of qualifications. Think about the skills you have got through Castle Manor, clubs, part-time work or volunteering. Here are a few guidelines to help you.

### **Do you research**

Before you sit down to write your letter, research the company and the role you wish to apply for. The easiest way to do this is on the internet. Be sure you know exactly what the company does and how the role fits within the business. If the job you are applying for has been advertised, make sure you have the advert in front of you and refer to it in your letter.

### **Address your covering letter carefully**

You do not want it to go to the wrong person after spending so much time perfecting it. If you are applying for an advertised vacancy, then address your letter to the contact name provided. If you are writing to a company in order to enquire if they have any vacancies, you may want to address it to the relevant Manager.

How to begin the letter:

- Dear Mr Name or Mrs Name—if you know the name of the person
- Dear Ms Name—if you are unsure of the marital status of the female recipient
- Dear Sir / Madam—if you are unsure of the name of the recipient

What content to include in your cover letter: The opening paragraph should be short and to the point. For example, 'I would like to be considered for the position of Sales Assistant'. Alternatively, if you are applying for a position that has been advertised, you could start with 'In response to the Sales Assistant vacancy advertised in the Haverhill Weekly News...'

Examples of good opening paragraphs:

- In response to the advertised position in the Haverhill Weekly News on 12th March, please consider my CV in your search of a Sales Assistant.
- Having recently read in the Haverhill Echo of your company's plans for expansion, I am writing to establish whether this will involve an increase in staff. As a Marketing Assistant with ten years of experience, I feel I would be a great asset to your organisation.
- I am writing to apply for the Receptionist position advertised in the Cambridge Evening News on 12th March.

Second paragraph—why should an employer be interested in hiring you? Briefly describe your professional and academic qualifications that are relevant to the position. If the job was advertised refer to all of the skills and experiences that are requested, detailing how you meet them.

Third paragraph—highlight what you can do for the company; not the other way round. Detail relevant achievements that you are proud of and expand on relevant points from your CV.

## How to write a covering letter cont.

Fourth paragraph—Use this section to express your interest in discussing your CV and experience in more detail, should you be invited for an interview. You may also wish to state that if they have any queries to contact you.

Closing the letter: Sign off your covering letter ‘Yours Sincerely’ and don’t forget to sign the letter!

### **Important points to note**

- Avoid sounding arrogant or using catch-phrases,
- Try to avoid using ‘I’ too much,
- Do not use abbreviations,
- Do not use more than four paragraphs,
- Check and then re-check your spelling, grammar and punctuation,
- Get someone else to check the letter and your CV,
- Before closing the envelope, make sure your CV is enclosed—never send one without the other.

### **Applying by Email**

A number of companies, now ask for you to send your CV and covering letter by email. This is generally more, the case when you are applying for job roles through company websites or the Jobcentre Plus. There are a couple of guidelines to consider:

- Be professional, don't use an email address that contains a nickname or slang i.e. funkydiva@glive.co.uk
- Never send an email in UPPER CASE it's the same as shouting
- Don't use smiley or text abbreviations i.e. RU or GR8

### **Something to remember**

Please remember, that in the modern world the interviewer, can research things about you just the same way you can research the interviewer or the company / institution you are applying for.

So please, ensure, your Facebook, Myspace and Twitter accounts do not portray you in a negative light. Remember, a university or employer will want to employ or accept someone who doesn't just seems to be partying all night long or is slagging of their friends.

They see you as an investment and they will not want their investment to turn bad, by poor behaviour and a negative attitude. You will probably be joining a team so make please ensure they see you are a team player, especially if you have not made your pages secure.