



Producing a CV

A CV is a document about you, which lets employers know what skills, qualities and experience you have. It is something which you can update regularly as you gain new experience, qualifications and skills and should be changed to suit the type of job you are applying for.

Working through this booklet will help you to prepare and pull together all the information you need for your CV. You can then use our example templates to put it all into a CV format.

What do employers look for on a CV?

Did you know that employers spend around 8.8 seconds looking at a CV! Therefore you need to get key messages across to tell the employer why they should hire you and show how your skills and experience match the job.

Top 10 things that put employers off:

- Bad Grammar
- Spelling mistakes
- Poor formatting
- CV longer than two pages
- Casual tone
- Use of jargon
- Unusual font, style or size
- Exam grades listed in full
- Generic interests listed such as cooking or reading
- Lack of activities listed to personal development¹

¹ National Citizen Service

Examples of how you can demonstrate experience/interest in your career area

Even if you haven't had actual work experience with an employer, there are ways of demonstrating your interest and experience in the job you are applying for. Below are some examples:

- Helped build a shed
- Pinterest account following fashion styles
- Put up shelves in the house
- Worked on repairing a car
- Play computer games
- Care for family member
- Holidays
- Fundraising
- Clubs you attend
- Responsibilities in school or at home

Write out your own examples which you can add to your CV here:



Skills

Employers are also looking to see what skills you have when they look at your CV. You can often get an idea of what skills they are looking for in the job description or job specification. Below also gives you some ideas to start you thinking about what skills you have.

- Written communication
- Negotiation
- Good with getting on with people
- Handling money
- Using computers
- Verbal communication
- Map reading
- Good time keeping
- Organisation

- Helping others
- Cooking
- Working under pressure
- Listening
- Being creative
- Cooperation (working in a group)
- Problem solving

Top Tip!

Try to give examples to back up what you are saying e.g.

Highly motivated

I have been actively involved in several activities such as football and judo and have achieved awards in both sports. I have also managed to do this whilst balancing other social activities.

Avoid statements that are not backed up with examples e.g. “ I am highly motivated” or “ I work well in a team”.

Write out your own examples which you can add to your CV here:



Education/Qualifications

Gather all your education and qualification information before you start to write your CV.

Qualities

You might want to include some of your qualities in a CV to let an employer learn more about the type of person you are. Qualities include things like:

Sense of humour

Quiet

Generous

Like trying new things

Punctual

Caring

Thoughtful

Supportive

Patient

Friendly

Enthusiastic

Willingness to learn

Enjoy a challenge

Hard working

Energetic

Careful

Determined

Reliable

Write out your own examples which you can add to your CV here:



Personal Profile/ Personal Statement/ Career Aim

Whether you call it a personal profile or career aim, this is the opening paragraph in your CV which should include who you are, what you can bring to the company and your career aim.

Example:

- **Who are you?**
I am currently in year 11 at Mortimer Community College, due to complete my GCSE's at grades A-C in May this year.
- **What can you bring to the organisation?**
Outside of school hours I have a paper round one evening a week and during the weekend. This has given me experience in organising my time and also in dealing with members of the public.
- **Career aim**
I am looking to secure an apprenticeship in a customer service role as I enjoy chatting with customers on my paper round and I have built up a good relationship with many of them. Therefore I would like to develop these skills further by undertaking an apprenticeship in customer service.

This section should be between 50 and 200 words.

Have a practice of writing a personal profile here:



Example CV

Your career objective or personal profile should state Who are you? What can you bring to the job, and career aim.

Career Objective

I am in my final year of school and I am keen to complete a construction apprenticeship in joinery. I am interested in joinery as I've always been good at making things. My favourite subject at school is design and manufacture where I made a table. I also won the school prize for this. I have a keen eye for detail and good maths skills for working out measurements.

Skills, experience and personal attributes

Time management skills

While completing my GCSEs I have held down a part time job at Home Bargains. This meant I had to schedule my time ensuring that I had time to complete homework alongside my part time job.

Attention to detail

I often support stock taking within my current job at Home Bargains. This involves checking stock against an inventory which requires a high level of accuracy.

Able to follow technical drawing and plans

Doing design at school I often had to follow technical drawings, for example when making a garden bench, we were given plans which we had to follow to ensure the bench was made to the correct scale and size.

Education

2017 GCSEs, Jarrow School
Subjects included English, Maths, Science, Geography and IT

Work History

Jan 2017 – present Customer Service Assistant (part time) Home Bargains

Duties include:

- Serving customers

John Smith
1 High Street
Jarrow
NExx xxx

0775 xxx xxx

johnsmith@hotmail.com

Ensure you have a 'professional' email address.

When writing about skills and experience include attributes the employer wants and show how you fit these.

Only include this section if you have work experience

- Ensuring shelves are presented well and fully stocked
- Using the till and cash handling

Dec 2016

Work Experience, Kwik Fit Auto Centre

Duties included:

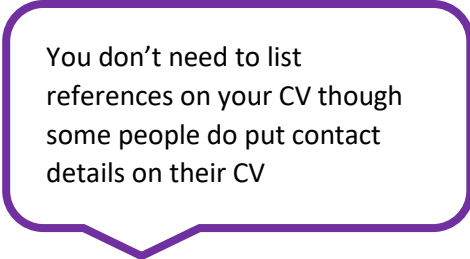
- Meeting and greeting customers
- Shadowing staff in the workshop
- Answering phones

Interests and Activities

I am part of a running club and have also recently completed a 10k.

References

Available on request



You don't need to list references on your CV though some people do put contact details on their CV

Useful websites

Some websites where you can find more information on CV's are listed below:

<https://nationalcareersservice.direct.gov.uk/get-a-job/cv-sections>

<https://icould.com/article/creating-an-effective-cv/>

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv>