

CV Advice

Name

Name: Usually at the top of the page, in bold, and a slightly larger font. Can be in a different position such as down the side.

Address
Mobile phone and/or Landline
Email address

Contact details: don't include gender, date of birth, national insurance number, or any other personal information.
Email addresses: should be business-like e.g. marksmith99@gmail.com

PROFILE

This should consist of four sentences:

- 1) What are you doing at the moment? *E.g. I am an A level student at Petroc.*
- 2) What is it you are applying for? *E.g. Job title or apprenticeship or work experience*
- 3) Summarise the years of experience you have that relate to the job, *e.g. 3 years customer experience.*
- 4) What 3 skills are you offering (link to the job description), *e.g. team working, problem solving, customer service*

Profile: Keep this short, to the point and re-use words from the job advert or description. No more than 4 sentences!

SKILLS

Example:

- **Communication:** *e.g. I use email daily to write to clients keeping them up to date with the progress of their orders.*
- **Organisation:** *e.g. I organise myself using the Outlook diary and I use To Do lists to complete my tasks.*
- **Time management:** *e.g. I manage my time by prioritising my work tasks.*
- **Team Work:** *e.g. I worked in a team of 4 where I coordinated the staff rota.*
- **IT:** *e.g. I use Microsoft Office, including Access, Excel, Word and PowerPoint to create reports, spreadsheets and presentations.*

Skills: this should **NOT** be a list of random skills **BUT** should list the skills mentioned in the job advert or description. Try to use an example from work or other position of responsibility.

EXPERIENCE

Job Role | Company Name | Location | Dates

- Tasks/Responsibilities 1
- Tasks/Responsibilities 2
- Tasks/Responsibilities 3
- Continue until you have listed all relevant duties/tasks

Work Experience/Relevant Employment:

You can list this in different ways e.g. in the order you did it or you can have groups of work experience e.g. IT-related experience, catering-related experience.

Duties:

Try to list your duties so that the most relevant are at the top of the list.

Y10/11 Work experience:

If you don't have a lot of work experience then you can list voluntary work, work you did for your parents, work you did for yourself, and the work experience you did when you were in year 10 or 11.

EDUCATION

You should list your education starting with what you are doing now or your most recent, and then work backwards. Ideally you should use this order:

Course/Subject | School/college/university | dates
Units | Grades

BTEC Business Studies | Petroc | July 2018

- *Marketing (A)*
- *Advertising (C)*
- *Event Management (B)*

Education

For each course list the units you've taken, but not all of them, just those that are relevant to the job. Don't forget to include your current studies such as A Levels or vocational course, and your GCSEs.

TRAINING

| Title of Training | Company | Days | Date |
|------------------------------|------------------|------------|------------------|
| <i>E.g. Customer Service</i> | <i>McDonalds</i> | <i>One</i> | <i>July 2017</i> |

Training

If you have received formal training even in your part-time job such as McDonalds, include it.

HOBBIES/INTERESTS

E.g. I am involved in a local amateur dramatic society, where I volunteer as a lighting and sound technician. I have been involved with this society for three years and very much enjoy being part of the team. More recently, I assumed the role of Stage Manager for a two-week production and relished the chance to take control of performances and react to a high-pressure environment.

Hobbies/Interests: Yes, still an important section even now. It gives the employer a sense of your personality and also other skills you may have. So when writing about your hobbies and interests try to mention the skills you think you have developed. For example, "My first love is music. I listen to a range of styles and have played bass guitar in several bands". Here you could add extra information about working in a team or turning up on time for rehearsals.

REFERENCES

| Name | Email | Contact Number | Relationship |
|------|-------|----------------|--------------|
|------|-------|----------------|--------------|

1.

2.

OR you can write "**Available upon request**"

References: Most employers would like to see these on a CV. SEEK PERMISSION FIRST, then include: job title (Personal Tutor, Line Manager etc.), full address, telephone and email address (if you have permission to use these). If this is difficult then you can always write "Available on request."

OTHER TOP TIPS

TARGETED - quality rather than quantity: to give yourself the best chance to get an interview then try as much as you can to tailor your CV to the job you are applying for. This could simply be by listing the skills on your CV that appear in the job advert, or by grouping your work experience under relevant headings e.g. Catering-related experience, or in your Profile mention the name of the company you are applying to.

NEAT: Think about the layout, your CV needs to look good not just sound good! Consider your typeface (arial or other 'sans serif' fonts look good). Have enough margin space so the text doesn't look cramped and include sub-headings, bullets and bold for ease of reading.

LOGICAL: Employers need to know quickly where to find the information they need, so a logical order is important. This means that reading the job advert/description is important so that you know what the employer is looking for.

CLEAR: Don't use jargon or abbreviations. Your font size should be a minimum of 10.

CONCISE: Two sides of A4 is ideal, it's very difficult to sell yourself using one page but it shouldn't go over two.

PROVE IT: Demonstrate your skills wherever possible using a range of examples from work, academic study and interests.

CHECKED: Ask Petroc careers staff to look at your CV and provide feedback. Sometimes you won't pick up on small typos if you have been staring at the same document for weeks on end. Some aspects of a CV can be quite subjective, for example layout, so you may be the one making some of the final decisions in the end. Do not rely on automated spell checkers, attention to detail is a skill expected by all employers.

Last updated: March 2020

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