

## Writing a CV - guidance notes

Here are a few tips to help create a professional CV (see a copy of the CV pro forma on the school website).

### Practical points:

Maximum length - 2 pages.

Ideally font size 11 and a professional font type (e.g. Calibri {Body}, Arial, Times Roman).

Use black ink and white paper (unless you are applying for a creative role where artistic merit may be sought).

Consider writing in the 3<sup>rd</sup> person rather than 1<sup>st</sup> person to sound more assertive and professional.

### Contact details: (Essential information)

Name, address, home telephone number, mobile and a sensible email address (consider creating a new account if your email address is in any way unprofessional).

### Personal Profile: (Optional section but highly recommended)

This is your opportunity to get the attention of an employer with a short statement which describes your talents and ambitions in just a couple of sentences.

Much like a newspaper article you need to grab the reader's attention with your version of a 'headline statement'. This should be a very short paragraph (3 or 4 sentences) to include your current status i.e. Student or School leaver, particular skills and strengths you have to offer (e.g. IT, communication, numerical ability, team worker, dedicated, reliable, hardworking etc.) and the type of opportunity you are now seeking.

An example might be for someone seeking **part time work**:

**'A reliable and hardworking student now seeks a part time opportunity in Retailing. Outstanding attendance record at school and excellent time keeping and commitment to customer service demonstrated during recent work experience.'**

**OR for a full time position:**

**A highly motivated A level student with excellent communication and numeracy skills. A reliable and hardworking team member with experience of prioritising own work load and achieving results. Now seeking an opportunity to learn and develop business skills in the financial services sector.**

### Key skills and achievements:

In a succinct manner create a list of any particular achievements obtained in or outside of school e.g. any positions of responsibility held; sports/drama/music awards; leadership experience/courses; participation in charity events. Make sure you also include the actual transferable skills your achievements can evidence.

Some examples might be:

- **Organised, marketed and ran a charity stall raising £200 for charity**
- **Captain of XYZ sports team demonstrating team working capability**
- **Dedication and reliability evidenced when performing in the school choir**
- **Volunteer peer listener for younger pupils which requires empathy and listening skills**
- **ICT and design skills used to produce publicity material for fundraising event at my local church**

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### **Education:** (Essential information)

List qualifications and grades obtained (most recent and best grades at the top).  
Even if you have not yet got your results include the subjects and write 'results pending' (include predicted grades if you are aspiring to high grades).

### **Employment/Work Experience:** (Essential information)

Include all work experience (paid, unpaid or voluntary work), including dates worked, job title, company name and a brief list of duties and responsibilities. Ideally include the actual skills you demonstrated.

For example, for the position of Sales Assistant rather than put:

Duties 'Served customers', describe the duties, skills and attributes you have demonstrated:

'Served customers efficiently and with courtesy.'

'Tidied the shop floor to ensure all health and safety requirements were met.'

'Displayed goods to maximise sales and create a positive shopping experience.'

### **Additional information:** (Optional)

This is an optional section to include anything you are proud of but have not included elsewhere in the document.

Information to add might be any training courses e.g. .Food Hygiene certificates, First Aid qualifications, Driving Licence, ICT competence (e.g. confident user of Word/Excel/PowerPoint), Certificates or Awards from extra-curricular activities, membership of societies or clubs.

This section may also include specific hobbies or interests (drama, sport, music, current affairs, film, literature, travel etc).

DO NOT create a heading and leave blank, simply do not put this heading on the CV if you have no additional information to include.

### **References:** Available upon request

You do not need to list your referees at this stage but do think who you might ask to be your referee. Typically you will need 2 people to act as referees.

You will need to provide a prospective employer with the name, address, email address, telephone contact details of your referees (but often this is at or after an interview) .

A referee is likely to be a Senior Teacher, a previous employer, or a responsible member of the community (NOT a relative).

Always ask your referee's permission before you provide their name and contact details to a prospective employer.