

## Writing a Curriculum Vitae (CV)

### What is a CV?

A curriculum vitae (CV) is an overview of your skills, experience, and qualifications that demonstrates why you are suitable for a particular job vacancy.

A CV summarises your education, skills and experience enabling you to successfully sell your abilities to potential employers. It is important to match examples of your skills and qualities with those described in the essential and desirable skill requirements within the job description.

Each application you make should be focused on a specific job, and you should be clear why you are applying for that job.

### Structuring your CV

There is no 'one way' to write a CV but the following give ideas on a suggested layout:

**Length:** no longer than two sides of A4 paper

**Font:** black, between sizes 10-12, use a professional font that is clear and easy to read. Arial or Times New Roman work well. Use the same font as in your cover letter and keep it consistent

**Layout:** keep it as simple and clear as possible. Use section headings in a larger font (size 14-16) to make sure they stand out.

**Order:** List everything in reverse chronological order. This ensures the employer sees your work experience and most recent achievements first.

1. **Contact details** - Include your full name, home address, mobile number and email address (make sure this is sensible). You only need to include a photograph and date of birth if you are applying for a modelling or acting job
2. **Personal Profile** - This is a concise paragraph which details what you can bring to a job or company. It is your opportunity to really sell yourself to employers and to highlight the relevant skills and experience you possess. A personal statement gives you the chance to show off your strengths and share your career goals
3. **Skills and achievements** - This is where you talk about the skills you have that you haven't yet had chance to mention. It could be foreign languages you speak, completing D of E, Specialist training or IT packages you have experience of using. Try to keep the skills you mention relevant to the job. Never lie or exaggerate about your skills, you may be asked about them at interview
4. **Education** - List the names of the institutions you have studied at, when you studied there, and the qualification (and grade/s) you achieved. Also list any qualifications you are due to take and the dates you will achieve them
5. **Employment** - List your experience in reverse date order. For each role, you should include- company or organisation's name, your official title, length of employment (month and year), your main responsibilities. Try to highlight what you achieved and link these back to the required skills or experience of the role
6. **Work experience** – as above

7. **Hobbies and Interests** –Really think about what will impress an employer. Relevant interests can tell them about who you are as a person and will give you something to talk about at interview. Highlight the skills you have gained from the activities and consider carefully what they tell an employer about yourself
8. **References** – It is standard to have at least two references when applying for a job, one could be someone from school and one from an employee

## Tops tips

- Make it unique to the job you are applying for. Read the job description carefully and research the employer, select the experience and skills that are most relevant to the job
- Be clear and concise. Make it quick and easy for the employer to find what they are looking for
- Do a thorough check for spelling, punctuation, and grammar – ask a family member or friend to check it
- Use active verbs when possible. For example, include words like '*created*', '*analysed*' and '*devised*' as these will present you as a person who can show initiative
- Avoid quoting over used phrases and instead provide real-life examples to show you have the key skills they are looking for

## Writing your First CV

Your first CV is likely to be skills-based rather than experience-based. You can highlight what you have achieved in settings such as school and clubs to show skills and qualities that could be applied in the workplace. Mention awards you have won or projects that you have been particularly proud of. Outline any activities such as volunteering or mentoring, being elected as a prefect or head boy/girl, involvement in sports teams or musical ensembles. You may have unpaid in person or virtual work experience that you could talk about. All of these can be used to demonstrate the key skills employers are looking for.

## CV Templates

[Prospects- Example CV's](#)

[St. Aidan's- Post 16 example](#)

[St. Aidans- Post 18 example](#)

## Further Help and Advice

[UCAS- how to write a CV](#)

[Prospects- How to write a CV](#)

[How to write a CV | National Careers Service](#)

**Please contact the Careers Department at [careersstaff@staidans.co.uk](mailto:careersstaff@staidans.co.uk) if you would like individual information, advice and guidance on drafting your CV – we are happy to help.**

**Careers Department**

**St. Aidan's and St John Fisher Associated Sixth Form**

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