

## **CV – Curriculum Vitae**

A CV is a summary of the key skills and experiences you have gained through education, employment and life. This includes activities such as work experience, gap year, part time work, a Saturday job, holiday work (even if it is with a family member) and voluntary work

Many employers use CV's to help them make a quick decision about who to invite for interview. If they can't easily see that you have the skills and experience they are looking for, your CV will probably end up on the 'No' pile

A CV can also be used to contact employers who aren't currently advertising – this is called a 'speculative' contact. If your CV makes the right impact they might put it 'on file' for when a suitable vacancy does come up.

Your CV should change over time to reflect any new qualifications and skills you gain.

You would normally when applying for a job send a covering letter with your CV. See below.

There is no one perfect style of CV. Choose the one you feel happiest with and get some opinions. There are two different styles shown below you could experiment with.

### **Sell what you can offer –**

- Are you using short, snappy, positive statements?
- Have you shown how your skills and experience match those in the advert?
- Have you clearly stated what you can offer to the company?
- Is it clear that you are committed to developing your existing skills and learning new ones?
- Are you being truthful?

### **Put your CV on the 'Yes' pile**

- Type your CV on good quality paper
- Use a sensible email address like [s.jones@mymail.com](mailto:s.jones@mymail.com)
- Check your spelling
- Target your CV to the job you are applying for.

Have you given the following information:

- A **personal profile** summarising suitability for the job
- **Personal details** such as name, address, postcode, phone number and sensible email address
- **Education** – show the schools or colleges you have attended with dates – putting the most recent first
- **Qualifications** – list all those you have taken (or will take in the near future) with the grades – include things like first aid certificates.
- **Experiences of work/employment** – Part time work, Saturday jobs, holiday work, gap year, voluntary work and don't forget any work experience. Give dates and a brief overview of your role making sure to mention the skills you used.
- **Interests and hobbies** – Employers like interesting, motivated people who do things in their spare time.
- **References** – It's useful to offer the name of someone who knows you from an educational setting and one from a private setting – but don't use a member of your family