



How to Produce a CV

What is a CV?

CV stands for Curriculum Vitae, which is a brief account of a person's education, qualifications, and previous jobs.

Use this as a guide and tailor it to your specific requirements and skills.

Your CV is your first introduction to a potential employer so sell yourself as much as possible.

You need to make it stand out from the other CVs they will receive and make it clear why they should employ you.

Ideally your CV should be no longer than two A4 pages.

CONTACT INFORMATION

Name:	Postcode:
Address:	
Contact Number:	

PERSONAL STATEMENT

This introductory paragraph explains who you are, what you can offer, and what you are looking for. This is an opportunity to sell yourself and grab the reader's attention.

For example: A highly motivated, hardworking individual, who has recently completed their GCSEs/A-Levels with excellent results. I'm seeking a role within the engineering industry to build upon my keen engineering interest and start a career as a Maintenance Engineer.

KEY SKILLS

Think about the type of roles you are applying for and the skills required, then apply those skills to what you have learnt during your education. For example:

- Excellent communication skills, both written and verbal
- Great team work ethic
- Ability to work under pressure and to strict deadlines
- Competent in all areas of Microsoft Office Package including Word, Excel and PowerPoint
- Enthusiastic working approach with an eagerness to learn more

OUTSTANDING ACHIEVEMENTS

Think about any extra achievements you have gained during your time at school/college. For example:

- Prefect/Head Boy/Head Girl
- 100% attendance
- Sports team captain (which team?)
- Charity event (what did you do and how much did you raise?)
- School production (what production and what was your role?)
- School awards (what did you do to achieve this award?)



EDUCATION

Your educational experience and achievements should be listed here, along with dates, the type of qualification and/or the grade you achieved. For example:

College/School Name

Sept 2013 - May 2015

A-Levels:

- *Business Studies - A*
- *English Literature - B*
- *Maths - C*

WORK EXPERIENCE

This section should include all of your relevant work experience including voluntary work, listed with the most recent first. Include your job title, the name of the company, time in post, and your key responsibilities. For example:

Part Time Sales Assistant, Shop Name, Location Dec 2013 - present

Duties Included:

- *Assisting customers with sales enquiries*
- *Regulating converting customers from point of enquiry to sale*

HOBBIES & INTERESTS

This section should back up your skills and help you to stand out from the crowd – not to mention give you something to talk about at an interview. Just don't say you enjoy socialising with friends just for the sake of including something. For example:

I have a keen interest in technology and like to keep updated on new technology entering the market. This has led to me starting my own blog where I regularly upload articles that I think others that share the same passion as me would be interested in.

I am part of a five-a-side football team and we regularly compete in local leagues. We train twice a week at the local park and we regularly organise fundraising events to raise money to help with the upkeep.

REFERENCES

It is useful to have one professional reference such as your current employer and a personal reference from someone that knows you well, but isn't a relative. You don't have to include the contact details, instead you can simply put 'Available upon request'.