

# GUIDANCE ON CREATING YOUR CV

Your CV is your chance to sell yourself as the right person for the job and to make a good first impression. A potential employer needs to see at a glance how you match up with their expectations. It is also a good way to keep all of your career related data together in preparation for completing application forms.

Personal Details

*Contact details: Full Name, Address, Telephone Number and email address.*

Personal Profile

*A Pen Picture of who you are and what you want from your next job.*

Employment History

*Starting with the most recent first, give the name of your employer, dates of employment and the job role.*

Education History

*Starting with the most recent first, list the dates of achievement and the establishment you did them at.*

Interests

*Mention any hobbies, pastimes, voluntary work, school involvement, especially those relating to team work.*

Referees

*List two referees; usually your current employer (no family or friends); or teachers.*

## Do's and Don'ts:

- Use one, simple font
- Use a maximum of two colours
- Don't include pictures
- Ensure you include work experience or voluntary work
- Spell check your document as this will be your first impression to any potential employers
- Ensure you have a sensible email address
- Use one side of A4 only

## KEY WORDS:

TEAM PLAYER / INITIATIVE  
SKILLS / CONFIDENT / FRIENDLY  
HARD WORKING / RELIABLE  
INNOVATIVE / ADAPTABLE  
PRO-ACTIVE / RESPONSIBLE

*Sample copy overleaf:*

## Joe Bloggs

---

1 The Crescent

Swindon

SN8 3AA

Phone: 07123 546 789

Email: joebloggs@hotmail.co.uk

---

I am a highly motivated and hardworking individual currently in my final year at Nova Hreod Academy, Swindon. I am predicted very good grades in my GCSE's particularly in Maths and English and I will be studying Business Communications at college from September 2016. I am seeking a part time job, alongside my studies, to help develop my excellent interpersonal skills.

### Work Experience History:

*Insert Name of Company and Date:*

Based within the finance and student services departments I was able to see how purchase ledgers are completed and processed. I was given the opportunity to learn filing systems and data entry.

### Education:

#### Nova Hreod Academy 2014—2016

*GCSE's and Predicted Grades:*

English	C	History	B
Maths	C	ICT	C
Science	C	French	C
Drama	C	PE	D

### Interests:

In my spare time I enjoy watching documentaries, I play the guitar and I am involved in helping train a local music group. I also look after the accounts at my local youth club. I am responsible for recording and banking all donations.

### References:

#### **Your Tutor**

*Job Title*

*Address*

*Phone number*

*Email Address*

**Teacher / Work Experience Manager**

*Job Title*

*Address*

*Phone number*

*Email Address*

