

CV Guide and Template

CV Guide: We know that creating your CV can be a little daunting and it's often difficult to know what to include in each section. In this guide, we have broken down each section of the CV and given you a few helpful tips to get you thinking and start you off!

Name & Contact Details

- Include your address, email and telephone so that employers know how to get hold of you!
- Make sure that these details are all up to date and correct
- Ensure your email address sounds sensible and professional
- There is no need to include your date of birth, gender, age, national insurance number, health conditions, marital status etc.

Personal Statement

This is a good way to show an employer who you are and what you are looking to achieve. Keep it as brief as possible and get your point across without waffling! 2 – 3 lines is an ideal amount of information to include.

Key Skills & Personal Qualities

- Employers are keen to find out about you, so give them a brief (bullet point) overview.
- Think about what makes you a great candidate and why you will be an asset to a team.
- Some examples include; IT skills, great team player, excellent communication and customer service skills, etc.
- If you have a full, clean UK driving licence, you can include this too

Education & Qualifications

School/ college name, dates from and to
Subjects/ qualifications undertaken and grade achieved

List in date order (with your most recent first) and ensure that the grades you include are correct – employers or your Apprenticeship Co-Ordinator will ask for certificates or proof at some point! If you have not yet finished your qualification, include your predicted grades. You don't need to include your primary school – this isn't really relevant to an employer.

Employment & Work Experience

Employer/ Company name, dates from and to

- Job role and a very brief description of your main duties

List in date order and include any full and part-time jobs you have had. You can and should also include any unpaid, voluntary or short term work experience you have undertaken. Don't worry if you don't have much to include at the moment – everyone starts somewhere and employers will be interested in anything you have done.

Hobbies & Interests

You don't have to include this section, but it can be a good way to tell employers about yourself and gives them an idea about what you are like to work with. For example, if you are into team sports, it shows that you know how to work with others and are dependable or maybe your voluntary work suggests that you are committed and motivated. If you have any hobbies and interests which are related to the job, be sure to include those!

References

It is up to you whether you include the name and contact details of your referees, or if you prefer to put 'References available upon request'. Employers will assume that you have references and follow them up if you get to the next stage, if you do not choose to include them here.

If you are including details, include the following:

Name and job title (or how you know the referee), email address and telephone number.

It's important to check with your referee first, that they are happy to provide a reference for you and be aware that they are verifying that they know you and that what you include on your CV and applications is correct. Always use an employment reference if you have one, if not teachers and tutors are usually happy to be asked.

Additional CV Tips

- Keep it brief! Your CV should be 2 pages in length, maximum!

- Be honest – you will need to be able to back up everything you have included!

- Think about the layout and formatting of your CV. Does it look professional, neat and clear?

- Make sure what you have written makes sense and flows well.

- Have you used capital letters in all the right places and included appropriate punctuation?

- Always ask someone to proof read your CV for you – they'll check for spelling mistakes, typing errors and that it makes sense!

- Be proud and confident – this is your time to shine and 'sell yourself' to employers.