

## CV Writing

A CV is, in the simplest terms, your chance to show an employer how good you are. There are lots of different ways to write a CV and the CV you write should depend on what type of job you are applying for. It is really important to say that a CV should always be a **working document**, it is never finished and never 'perfect'. Things change all the time, so it is vital you keep an eye on what the latest trend for CVs are when you start applying!

### What should you avoid on a CV?

- **Making it longer than 2 pages** – The average employer will only look at a CV for 10 seconds. How much can they actually read in that time? If your CV is 3, 4, 5 etc. pages long they're never going to read it!
- **Spelling mistakes** – So important to check and recheck your CV for spelling mistakes. Always get somebody else to look at it too, they might pick up things you missed!
- **Using fancy paper or fancy fonts** – keep it nice and simple, being easy to read is the key!
- **Having the same CV for every job** – This one is possibly one of the most important points. To make sure you stand out you need to make sure the employer knows you are serious about working for them. Your CV should be talking about the type of work you are applying for any why your skills fit that specific industry/ job role.
- **Not using enough detail** – If you tell an employer you have good time keeping, try and explain how you got it. For example, "I have developed excellent time keeping skills while at school by making sure I was never late and always handed my homework in on time."
- **Lie!** – It might seem really easy to stretch the truth a little bit on your CV but it is definitely something you should avoid. The employer could easily catch you out in a lie during an interview or worse when you're actually in the job!

### What should a CV look like?

Now we're going to look at the structure of a CV and give you the chance you start writing your own. Things change when it comes to CV writing but this worksheet is designed to show you how to write a great CV for the current job market.

Name: \_\_\_\_\_

Year: \_\_\_\_\_

School: \_\_\_\_\_

**TASK:** Have a go at creating a CV using the prompts in the boxes. We suggest using a website such as [indeed.co.uk](https://www.indeed.co.uk) to find a job you might want to apply for (either now or in the future) so you can practice adapting your CV to fit the job.

**Name**

**Contact Details** - home address, email, mobile

**Personal Profile** – a one paragraph summary of your relevant skills, qualities and aspirations

**Skills & Qualities** – bullet point list, one sentence summary of the skill and where you developed it

Name: \_\_\_\_\_

Year: \_\_\_\_\_

School: \_\_\_\_\_

**Education** – education history, most recent first, what school/college/university + years of study, what studied and what qualifications earned

**Employment** – employment history, most recent first, name of company + dates of employment, job title and bullet point summary of main duties

**Hobbies & Interests** – short summary of hobbies and interests, try to make relevant to job being applied for

Name: \_\_\_\_\_

Year: \_\_\_\_\_

School: \_\_\_\_\_

Now you have created your own CV we can look at how that compares to other CVs. Using the details about yourself that you have just completed, you can have a go at structuring your own CV on a computer.

**TASK:** Look at the CVs we have included below and see if you can spot what you think is good or bad about them.

**1)**

Linda Hackett

Flat 1, 19 Not real Street, Anytown, AT1 4BB

Tel: 0778.....

Email: .....@hotmail.com

### **Education**

2016 – 2018 Fake Manor School, Anytown

A Level: History A, Maths A, Politics A AS Level: Spanish B

2011 – 2016 Fake Manor School, Anytown

10 GCSEs, all grades A (including Maths and English)

### **Work Experience**

May 2017 – March 2019

Customer Assistant, Tesco

Stock level management, product location, serving on the tills, and customer service.

### **Hobbies & Interests**

Languages: French (intermediate) and Spanish (Basic).

Computer skills: Advanced Microsoft Office user; Word, Access and Excel.

Awards: Enterprising Student of the Year Award for WISE (working in social enterprise).

Interests: Volunteered on conservation project and travelled for 3 months in South East Asia; keen rower and skier.

Name: \_\_\_\_\_

Year: \_\_\_\_\_

School: \_\_\_\_\_

2)

## Joe Smith

54 Long Street, Anytown, AT9 8JQ  
.....@gmail.com

### Skills & Qualities

- Communication (in person and on phone)
- Problem Solving
- Organisation
- Team work

### Education

Anytown High School (2007-2016)

A-Levels: Maths, Physics, Chemistry (BBB)

AS-Level: Geography (C)

9 GCSEs (A - B) including English language & Maths

### Employment

Inbound customer service adviser, Energex UK call centre (2016-Present)

- Helping customers assess energy costs and tariffs
- Ensuring quality and compliance standards during the switching process
- Meeting and exceeding sales targets consistently

Maths tutoring for 11+ (2015-2016)

- Assessing pupils level of maths and confidence in their abilities
- Preparing and delivering individual lessons. 100% pass rate of students

### Volunteering

Coordinated Year 7 and 8 lunchtime Maths Club (2014-2016)

I started Math Buzz so younger pupils could enjoy and succeed at maths. I had to publicise the group and recruit members. I also had to devise a programme of weekly activities. We had a waiting list at the end of the first term and teachers reported that pupils were achieving more in class as a result of the club.

### Activities and achievements

- Anytown High School Heads' Award for School Service for creating and running Math Buzz
- Duke of Edinburgh Bronze and Silver Awards

### Sports

Captain of Anytown School Cricket 1st XI Member of Anytown Rugby Club Under 18's XV

3)

Name: \_\_\_\_\_

Year: \_\_\_\_\_

School: \_\_\_\_\_

## ***Mia Smithson***

*52 My Street, Anytown, Anyshire,*

*.....@gmail.com*

A recent graduate with employment and voluntary experience, I have skills and attributes to offer the business world including leadership, organisation, problem solving, team working and communication. I am keen to learn on a graduate programme and start a career.

### **Education**

University of Exeter (2016-2019)

BA Archaeology 2:1

Anytown High School (2007-2016)

A-Levels: History, English, French (BBC)

AS-Level: Geography (C)

10 GCSEs (A – C) including Maths, English Language & Double Science

### **Skills**

**Working in a team** – demonstrated at Starbucks fulfilling orders and providing excellent customer service and also as a committee member of the university Archaeology Society, devising and facilitating annual programme of events and talks

**Organisation** - Successfully combining study, part-time work, volunteering and extra-curricular activities

**Negotiation** - As staff student liaison for my course year I negotiated changes to the seminar timetable to enable better use of available rooms and IT

**Written communication** - For my university course, producing essays, reports, seminar papers to strict guidelines

Name: \_\_\_\_\_

Year: \_\_\_\_\_

School: \_\_\_\_\_

Verbal communication - Dealing with customers at Starbucks, including complaints referred by junior staff, as well as communicating with staff and managers

**Leadership** - Shift leader at Starbucks, responsible for rotas, customer experience and training new staff and chair of university Archaeology Society, leading committee meetings and taking a strategic lead

**IT skills** - Competent user of Microsoft Office applications including Word, Excel, Outlook, PowerPoint

## **Employment**

Shift leader, Starbucks Anytown (2018-present)

- Organising staff rotas to ensure adequate cover for each shift
- Supervising staff and maintaining health and safety and food hygiene standards
- Working as a member of the team to provide great customer service
- Upselling and cross-selling to maximise revenue and meet branch targets

Project assistant, Dig NW (2018-2019)

- Working with other project assistants to plan, book and coordinate Dig NW's programme of Summer Dig events for members of the public and school groups
- Facilitating each event, ensuring health and safety and dealing with problems and issues as they arise, referring to project leader as necessary
- Giving talks to event participants, demonstrating archaeological techniques and handling finds

## **Volunteering**

- Chair of University Archaeology Society
- Staff student liaison for my course