



Christ the King
Catholic Voluntary Academy

Writing a CV



What is a CV?

- CV is short for Curriculum Vitae, which is a Latin phrase which loosely translated means 'the course of my life'.
- A CV is your first chance to promote yourself. A good CV might get you a job interview.
- You usually need a CV to apply for a job or to give to an employer you'd like to work for.



Why are we doing this now?

- As part of the mock interview process, all students will be required to produce and bring in their CV to show the employer who is interviewing them.
- This CV needs to look professional, and it is something you can then use as you apply for jobs when you are older.



Tips for writing your CV

Employers get lots of CVs to look at and have to decide quickly who they're going to interview. It's good to make your CV clear and easy to read.

When you write your CV, remember to:

- use a clear font like Arial, Times New Roman or Calibri in size 11 or bigger
- always use the same style throughout
- use headings and bullet points to make it easier to read
- be clear and to the point
- get someone else to read it to double check your spelling and grammar



What to include:

Contact details

- You need to let employers know how to contact you if they want to offer you an interview.
- You should include your name, phone number, email address and a link to your work network profile, if you have one, such as [LinkedIn](#).
- You should not include your age, your date of birth, whether you're married or your nationality.

Introduction

- This is a few short lines that sum up who you are and what you hope to do. It should go just under your name and contact details.
- Make your introduction sound like you're the right person for the job.



What to include:

Education history

- You can add this after the introduction if you're early in your career or do not have much work experience.
- If you have a lot of work experience, you might want to change the order and show off your work history and experience first.
- Whatever order you choose, you'll need to include the:
 - names of your qualifications
 - name of the school, college or university where you studied
 - dates you attended

Work history

You should include details of any work placements, volunteering and paid jobs you've had. List the most recent experience first.

You should include:

- the employer name
- the job title
- the dates you worked there
- what you did, usually 2 to 3 lines



What to include:

References

- You might want to include a section about references if there is someone who has agreed to give you one. This could be your current or previous employer, a teacher or someone respected in your community.
- However you should not put someone else's contact details on your CV. Instead, you can say that 'references are available on request'.



How to Write a CV – Example

Name
Home Address
Mobile Phone Number
Email Address

→ Contact details

Personal Profile

A summary to highlight your key skills and attributes, making it specific to the job you're applying for. This section should be approximately 100 words.

→ Introduction

Education and Qualifications

Start with the most recent first.

Date School/college

A Level grades/predicted grades.

Date School

GCSE grades/predicted grades, including English and maths.

→ Education history

Work Experience

Start with the most recent first.

Date Company name and job title.

Main responsibilities.

Skills gained (teamwork, interpersonal, problem-solving etc).

→ Work experience

Skills and Achievements

Explain how these particular skills and achievements would help you in the job you're applying for, for example:

I am skilled in using spreadsheet software. As part of my role at Joe Blog's Corner Shop, I had to maintain a list of stock and update it with sales and deliveries.

→ Skills and interests

Interests and Activities

Try to keep these relevant to what the potential employer is looking for.



Writing your CV for a job

- You should tailor your CV to the job or opportunity you're applying for.
- Look at the job advert for the role you're applying for. This will usually have the job description, essential criteria and company details.
- If the job you're applying for does not have a job description, you can job profiles online to see what skills you'll need and the typical things you'll do in that job.
- You should write your CV to match the job and company you're applying for.
- For example, you could highlight skills you have that they have asked for. This can improve your chances of getting an interview.



Updating your CV

If you already have a CV, it's important to make sure it's up to date.

When updating your CV, you should remember to:

- tailor your CV to the job you're applying for
- include any new achievements, experiences, or skills you have gained
- read each section of your CV to check it includes the information it should
- remove outdated information
- check your contact details are correct