

WRITING A CURRICULUM VITAE (CV)

Whether you are looking for full, part-time work or work experience, having a CV is a must for any serious job seeker. The aim of a CV is to present information about you in such a way that the employer will want to meet you. Employers may have a lot of CVs to look through. Remember the following:

- Keep it short – no more than two sides of A4-size paper
- Keep it simple – use short words and sentences
- Ask someone else to check it – especially for spelling and grammar
- Be positive about your achievements

Always be positive. Don't worry if you don't have qualifications or have not worked before. You still have skills to offer. Think of including

- Regular sport – this will show you are fit, active and used to team work
- Hobbies and interests – this will show enthusiasm
- Examples of helping people – this shows motivation, trust and maturity

A brief covering letter, explaining the reason for your application and any other relevant information, should be sent with the CV.

If emailing, then the covering letter should be the content of the email and the CV sent as an attachment.

See below for an example CV.

Mary Smith

21 Chase Rise, Anytown, Anywhere, AN12 3DS

Telephone: 01234 5678 Mobile: 01234 123 123

Email: marysmith@anyhow.com

DOB: 10/02/08 (17 years old)

PERSONAL STATEMENT

A hardworking, enthusiastic and confident Year 12 student with retail experience who is seeking work experience in an office environment.

KEY SKILLS AND ABILITIES

- * Literate & numerate
- * Good timekeeper
- * Keyboard skills 57wmp typing
- * Excellent IT skills – Word, Excel, PowerPoint, Outlook
- * Fluent written & spoken French
- * Strong team member
- * Reliable
- * Well organized
- * Good spoken Spanish

EDUCATION AND QUALIFICATIONS - (most recent first)

Any School, Anytown, Anywhere, AN12 3ER (2012- to date)

GCSEs date XXX:

English Language	A	English Literature	A*	Geography	C
Mathematics	C	Art	B	French A*	

French Brevet des Colleges (UK Stage 4 equivalent) dateXXXX : 17/20 Distinction

WORK EXPERIENCE

September 2023-Present: Headway Boutique, 102 Bury Rose, Anytown, Anywhere:

Saturday Sales Assistant

Duties included:

- Assisting customers with purchases
- Stock control and replenishment
- Display
- Cashiering
- Dealing with complaints

May 2023 – The Office, Anytown, Anywhere:

Two weeks work experience in the office

Duties included

- Answering the telephone
- Photocopying and collating
- General office duties
- Sending out information packs
- Word processing documents
- Data entry

INTERESTS

Anytown Drama Club – this is a Saturday morning youth theatre group. As well as acting in Oliver Twist I was in charge of costumes. I regularly take part in aerobics, dancing and swimming. I helped with the organization of a swimming gala and production of tickets and posters to promote the event.

REFERENCES

Mrs A Green	Mr P Smith
Tutor	Headway Boutique
Hall Road School	102 Bury Rise
Anytown	Anytown
Anywhere	Anywhere

SKILLS AND ABILITIES

Ability to work as part of a team	Motivated	Able to make decisions
Work well under pressure	Well organized	Flexible/adaptable
Good communication skills	Reliable	Smart appearance
Good self presentation	Polite	Punctual
Ability to get on well with others	Friendly	Responsible
Confident	Sensitive	Trustworthy
Logical/methodical	Honest	Ambitious
Physically fit	Creative	Strong
Sensible	Considerate	Calm
Good with numbers	Practical	Artistic
Good at reading/writing	Scientific	IT Skills
Good timekeeper	Determined	Show initiative

INTERESTS

Use this section of your CV to say something special or unique about yourself. This can be useful for an employer to get a sense of the real person behind the CV and guess what kind of person you might be. DO NOT make up hobbies or interests to make yourself more interesting – this will not help you at an interview if the employer asks you questions about what books you have read if you hate reading!

Suggestions of what you could include in this section are:

- Membership of any sports/acting/dancing groups
- Do you help out family or friends with practical work/babysitting?
- Have you done any voluntary work?
- Have you organised/helped organise events at school or college?
- Can you speak more than one language?

EXAMPLES OF PERSONAL STATEMENTS

I am a reliable person with a mature attitude. I can adapt to different surroundings quickly. I feel that my keen and enthusiastic approach to work would make me an asset to any company or organization.

I have some experience in catering and am hard working, reliable and capable of organising a team. I have trained to the highest standards and am efficient in my work. I am also creative and self-motivated.

I am an energetic, enthusiastic person and like to set myself high standards and get the job done well. My present career aim is to train in office administration and would welcome the chance to work in an office environment.

I have just finished a course in painting and decorating. While completing this course I did various painting and decorating jobs for my family and friends who were pleased with my

standard of work. I am keen to find a job in this field and would welcome the opportunity to prove myself a hard working and reliable employee.

I am a hard working and reliable person capable of following instructions carefully. I have an excellent attendance record and am always punctual.

A practical and hardworking GCSE student with good problem solving skills seeking an apprenticeship as an electrician.

I am an enthusiastic and outgoing student studying for GCSEs. I am interested in using the IT and problem-solving skills I have gained whilst at school and am seeking a career in help desk/IT support work.

A motivated and outgoing GCSE student with strong communication and IT skills, keen to find part-time employment within a call centre or office environment.

I have just completed my GCSEs and am planning to go to college in September to study hairdressing. Whilst at school I completed a two-week work placement at a local hairdresser who was very pleased with my standard of work. I am keen to find a part-time job in this field whilst at college and would welcome the opportunity to prove myself.

I am a hardworking and reliable person with lots of enthusiasm. I am willing to learn new skills and am capable of following instructions well. I feel that I am confident as well as quick and efficient in all that I do.