

What to put in your CV

CV heading - write your general information:

- First Name
- Surname
- Address
- E-mail address
- Phone number

Personal Statement

A brief summary about what you have done (subjects, relevant work experience), the skills you have to offer the company (matching what you see in the job advert and evidence to support it), what you are looking to move on to do in the future and how the job will help.

Education

List all of your academic qualifications in this section, when you took the exam and the level that you achieved. Also include here any additional qualifications, such as those that are related to the job vacancy, such as First Aid or Food Hygiene Certificates. If you haven't done any exams put your predicted grades.

Work Experience

Include relevant tasks undertaken or skills used and how long you worked at the company for. List your most recent work experience first.

Interests

Be brief here, unless it is something that will enhance the skills required by the job. Employers will be particularly interested to see any voluntary work or clubs that you actively participate in, as opposed to 'Going to the cinema' or 'Shopping'.

References

Provide two referees that would be willing to provide a character reference on your behalf. This should not be a family member – preferably you should get one reference from a previous employer and one reference from someone at school, such as your tutor.

You should not provide the details of a referee without asking for their permission.

CV Template

Name

Address (home and term)

Telephone (home)

Telephone (mobile)

E-mail

Personal Profile

Summary about what you have done (degree, relevant experience), the skills you have to offer (target towards the advert/job description) and what you are looking to do. 3 lines max.

Education and Qualifications

Date	University, Course, Qualification (grade or predicted grade)
	Subject
	Modules studied, dissertation
Date	School / FE College
	A Levels (grades if good) / Other qualifications
Date	School
	GCSE – number of subjects, including Maths and English

Work Experience (most recent first)

Date	Company Name, Job Title
	Main responsibilities
	Skills gained (communication, team work, interpersonal, problem solving, etc)

Skills

Languages
IT skills
Other relevant skills

Interests and Activities

Not just a list – try to make them relevant to what the employer is looking for – eg. Travelling around Europe helped develop my communication skills through meeting a variety of people.

References

1) Name - Job title
Address

2) Name - Job title
Address