



Making a CV

The process of applying for a job begins with having a good Curriculum Vitae (CV) to send out to potential employers.

The aim of this pack is to help you understand what a CV is, why you need one and how to produce one of your own. The pack will give you knowledge of:

- The information that you put into a CV
- Key words and phrases
- How to make the most of your experience, knowledge and skills
- How to make a good impression with your CV

We hope you enjoy using this pack and that it becomes a tool to help you achieve your future goals

When producing a CV, it is important to remember these points:

- Use a maximum of 2 sheets of A4 (preferably separate sheets)
- Make sure it's easy to read
- Use simple direct language
- No spelling or grammar mistakes
- Use a simple layout
- Type in black ink
- Use good quality, white A4 paper
- Use a plain, clear font (Times Roman, Arial)
- Send originals if you can, if not, good quality photocopies
- Include your relevant key selling points

Hot Tips

It is important that you target every CV you write to the occupational area you are interested in. Include anything positive you have experienced. List the things you have done that show you have got skills and remember to update your CV regularly.

Think carefully about your skills, qualifications and experience, match your skills to those needed in the job you are applying for.



Useful words

Skills

- Sports and fitness
- Good at maths
- Good at getting on with people
- Map reading
- Good time keeping
- Helping others
- Working under pressure
- Using computers
- Writing and drawing
- Listening
- Handling money

Experiences

- Work experience
- Part-time job
- Responsibilities in school and at home
- Fund raising
- School plays
- Performances
- Babysitting
- Dealing with difficulties
- Charity events
- Clubs

Qualities

- Sense of humour
- Friendly
- Quiet
- Enthusiastic
- Generous
- Willingness to learn
- Like trying new things
- Honest
- Organised
- Smart appearance
- Punctual
- Hard working
- Thoughtful
- Careful
- Supportive
- Determined
- Patient
- Reliable

Use sentences which start with...

- I enjoy
- I was thanked for
- I can
- I took part in
- I am good at
- I raised money for
- I organised
- I organised
- I helped
- I have experienced
- I like
- I want to
- I learnt that I
- I assisted
- I won
- I successfully
- I was chosen
- I improved
- I set up
- I passed
- I am keen



Example CVs

Example CV for a job which involves dealing with people

Joe Bloggs
9 The Street
Westonshire
SW12 1BY

Mobile: 07878 788778
Email: NameSurname@gmail.com

Personal Profile

I was recently involved in a residential Summer Camp through my Youth Club, which helped me to develop skills in planning and organising activities such as meals and cleaning rotas. I had to lead a team during outdoor pursuit activities and help others who were frightened of doing things such as abseiling. I also helped my group to give a presentation about the residential at a regional youth forum.

Key Skills

- Customer service experience
- Team working
- Organisational skills
- Good communication skills

Education and Training

2010 – 2011 Tynemouth College - Uniformed Services Course Level 2

2004 - 2010 GCSEs in: -English, French, Religious Education, Mathematics, Graphics, Geography, Science.
St Peter's School Computer Literacy Certificate Bronze Award

Employment History

2010 – 2011 TESCO, Anytown - Shop Assistant (work experience)

- Dealing with customers
- Helping customers find things
- Working as part of a team

2004 Millennium Volunteer - Anytown Youth Club

- Helping in the after school club
- Getting children to play games
- Greeting parents collecting children

Hobbies and Interests

My hobbies include fishing, camping and going to the cinema. My interests include law, police work and methods. I enjoy babysitting and caring for others.

References - Available upon request.



careersteam@newcastle.gov.uk



0191 277 1944

Example CVs

Example CV for a job which involves figures and paperwork

Joe Bloggs
9 The Street
Westonshire
SW12 1BY

Mobile: 07878 788778
Email: NameSurname@gmail.com

Personal Profile

I was recently involved in a residential Summer Camp through my Youth Club, which helped me to develop skills in planning and organising activities such as meals and cleaning rotas. I had to help my group budget for and prepare a meal for 20 people and produce accounts with receipts. I produced a detailed report of the week, which formed part of a presentation at a regional youth forum.

Key Skills

- Customer service experience
- Team working
- Organisational skills
- Good communication skills

Education and Training

2010 – 2011 Tynemouth College - Uniformed Services Course Level 2

2004 - 2010 GCSEs in: -English, French, Religious Education, Mathematics, Graphics, Geography, Science.

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Employment History

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CV Pro forma

Use the prompts and spaces below to draft out your CV

Personal Details

Name:

Address:

Town:

Post Code:

Telephone Number:

Email address:

(Please ensure all details are accurate)

Personal Profile

(A paragraph about you as a person, what experiences you have had in work or school, what you are interested in)

Key Skills

List up to 6 bullet points (Skills you want an employer to know you have e.g., Using a computer, using hand tools, working in a team, punctual, reliable, fluent in another language and driving licence if you have one)

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-
-
-
-
-



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CV Pro forma

Education and Training (Most recent first with the dates you achieved your qualification and where) You need to add the dates, place and qualification gained

Example:

2021-2022 - Anytown College

Level 2 Bricklaying

2016-2021 - Anytown School

GCSE Maths Grade 4

GCSE English Grade 5

Employment History (Use action words such as developed, planned and organised) You need to add date, employer, job title and details of the job. You can either add this as bullet points or write a paragraph.

Example:

2011 - McDonalds - Crew member

- Customer Service
- Cooking food
- Handling cash
- Serving Customers



CV Pro forma

Hobbies and Interests

(Things you do in your free time with friends or alone. So are you interested in sports? Reading? Travel? Dancing? Music? An employer will be interested in this it helps them understand what you are like as a person. Don't use the boring clichés here like "socialising with friends" and don't put passive hobbies such as watching TV.)

References

References should be from a person who has employed or taught you. Personal references should be from someone who has known you for more than two years and is not related to you. References' contact information can be written on your CV or you can say 'References available on request. (Remember to ask the person you are going to use as a reference before you give out their name and address to employers.)



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