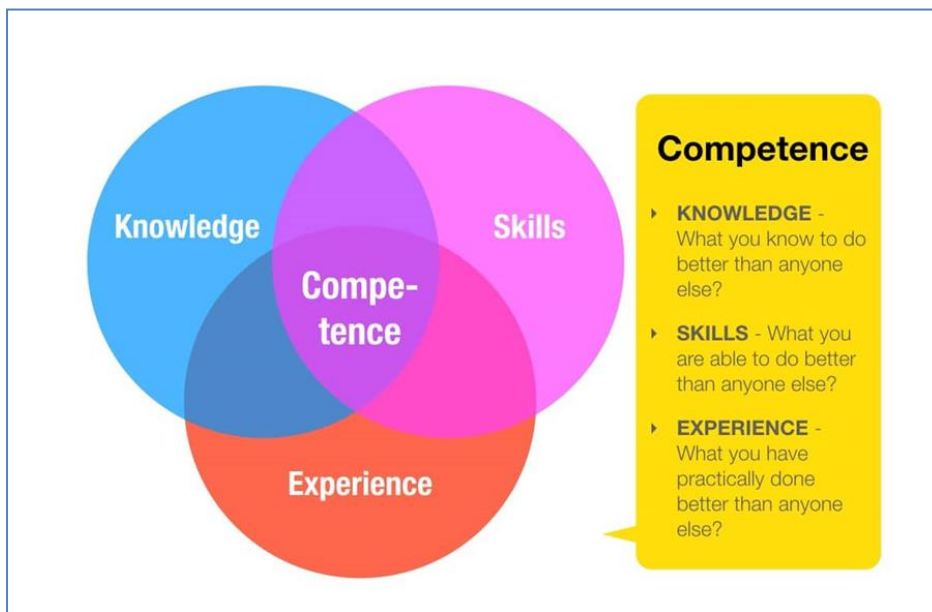


My first CV

What does a good CV look like?

1. Keep it short - it's usual for a CV to be no longer than a single page, two at most, even for people with lots of employment history.
2. Keep it relevant – ask yourself will this help me get this job / work experience opportunity? Will this help me stand out? Remember whoever is reading it will skim read it first – so keep your points short, relevant, and easy to read.
3. Read it before you send it out - check very carefully for spelling or grammatical errors and if you can ask someone else to read it too.
4. Type it *but use a professional font that is easy to read* and keep it consistent throughout e.g. Calibri size 11 font – no crazy fonts, colours, and definitely no selfie.
5. Save a copy to a computer or USB but also print out a paper copy.
6. Update your information regularly.
7. **NEVER MAKE ANYTHING UP!** If you make up skills and experience you will get found out.

What to put in your CV: skills, knowledge, and experience



What skills do you have?

Have a think about what you can do well and how this skill can be applied to the world of work e.g. you might be working with friends on a project for school – this probably involves being able to listen to each other, discuss each other's ideas, agree on how to use them, and work out who is going to do what - which is a brilliant example of teamwork and collaboration, both skills you will definitely need in the world of work! *Use the Figure Out Your Skills activity to develop these further.* When you put a skill in your CV, use an example to show how you have used and developed it.

How do I write about my knowledge and experience?

You would write about your knowledge and experience in your personal statement, as well as using positive examples to highlight achievements. The example template below gives examples of this.

Curriculum Vitae

Name: Dave Student

Address: Include your full address and postcode.

Contact Details: Provide a home telephone number and mobile number, and an email address if possible.

Personal Statement:

Not everyone includes a personal summary. If you do, use this as an opportunity to sum up your education, work history and aims in a couple of sentences.

E.g. I am a hard-working, reliable, and motivated student with a strong music background. I am currently completing a course in music and drama and am looking to gain experience working in music production with the aim of becoming a global superstar.

Skills:

List your personal, technical and specialist skills and give examples.

- Teamwork – e.g. an event or activity that you have helped organise or participated in.
 - Communication – e.g. a presentation you may have had to give.
 - Computing – Fortnite doesn't count as a computing skill however if you have completed an IT course that does count.
-

Main Achievements:

Make a bullet point list of the main things you have achieved at school and in any extra-curricular activities including work experience / voluntary work

- *Two weeks work experience with MTV where I organised a karaoke competition for the team.*
 - *I had roles in several school drama productions and took on the lead role in our Year 11 production of Shrek.*
 - *I am a member of the schools table tennis team. We recently won the regional inter-school championships.*
-

Education:

List your qualifications in order, starting with the most recent, and provide the grade you achieved (or expected grade if you don't yet have the results).

Hobbies & Interests:

They don't need to know all about your social life but if you have a strong interest in music, sport, gaming, or other hobbies let them know. It only needs to be a few sentences.

References:

Make sure that you have contact details for one or two people who can provide a reference for you. This could be a teacher or tutor from school. You don't need to give out their contact information at this stage but simply say that their details can be provided on request.