

## CV - (Curriculum Vitae)

CV stands for Curriculum Vitae, which literally means 'The course of one's life'.

A CV (sometimes called a resume) is a concise document which outlines the relevant facts about you and your experience to a prospective employer. Unlike filling in an application form, writing a CV offers you the chance to present information about yourself in the way you feel highlights your strengths and particular experience to good advantage.

### Your CV needs to be:

- **Clear** - you want the information to be understood straight away
- **Concise** - you shouldn't give lots of irrelevant information
- **Well laid out** - so that the information given can be quickly found.

"Article by © Dave Doe – December 2019"

### Who needs a CV?

Sooner or later, everyone needs a CV, usually to apply for a job, but you could also be asked for a CV when you apply for

- apprenticeships.
- voluntary work.
- internships or work experience.
- colleges or sixth form colleges.

Even if you're not planning on making any of these applications right now, it may happen sooner than you think. What if a brilliant weekend job comes up that's just right for you? You won't be the only one applying for it. You may have to move fast to get your application in before everyone else. If you've got a CV ready to be printed off or emailed in, you're more likely to be the one who gets the job!

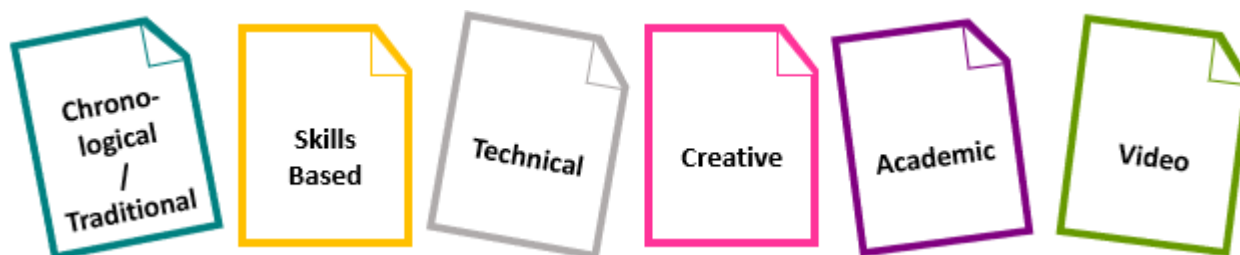
### How long should a CV be?

The general rule is: no more than 2 pages. And that's for all CVs - even for people who've been working for years. You may even be able to get all your information onto one page.

You do need to make sure it's a good fit on the page, though. Better to alter the margins a little so you can get everything onto one page, than have a few lines on the next page. Alternatively, spread it out carefully over 2 pages, rather than squashing it up with too much to fit on one side.

Remember, as you get more experience, your CV will change over time so you can always start with one page and gradually expand it onto the second page!

## What are the different styles of CV?



## What needs to be in your CV?

Your CV has to tell the person reading it all about you. They will want to know:

- who you are – full name;
- how to contact you – address, phone number(s), email address;
- personal profile - this is a brief paragraph about yourself and why you want the job plus key skills relevant to the job. You should change the personal profile for each job you apply for;
- skills and qualities;
- your education and qualifications – exams and certificates (school and elsewhere);
- your experience – jobs, work experience, volunteering and activities in and out of school/college.

Don't worry if you feel you haven't a lot to put on your CV, but make sure it is all on there. As well as jobs, you should include:

- positions of responsibility at school/college or elsewhere (prefect, class rep, team captain, mentor or ambassador etc.);
- sports you regularly take part in;
- one-off achievements – awards, trophies, 'employee of the month', for example;
- group activities – team challenges, charity events, drama productions, etc;
- interests and achievements.

## What to leave out

When you try to decide what to include, ask yourself the question:

### Will this help me get a job?

So, if you're trying to decide whether to include your hobbies, for example, it will depend on what they are!

If you like 'socialising with friends and family', that's fine – we all do. But it doesn't need to go on your CV. If you are a cub leader, a conservation volunteer, captain of the gymnastics squad, playing regularly in a band or caring for a family member, that's different. That can go on your CV, especially if it's relevant for whatever you're applying for.

"Article by © Susanne Christian – January 2019 taken from Parental Guidance [www.parentalguidance.org.uk](http://www.parentalguidance.org.uk)"

## Getting started

If you're wondering where to start, have a look at the **CV templates** to see how a CV can be laid out. It can be easier to work from a template than trying to fill a blank screen or page.

## CV Template: Example 1

**Susan Cameron**

25 London Close  
Portsmouth  
Hampshire  
PO6 3EN

Tel: 023 4562 1789

Mobile: 01234567890

[susancameron@gmail.com](mailto:susancameron@gmail.com)

### Personal Profile:

A mature, confident and hardworking individual who enjoys keeping busy. Someone who is always looking to develop their skills and improve their understanding around landscaping, construction and gardening techniques. An individual that prefers to work as part of a team and has recent landscaping experience with a local Portsmouth company. Trustworthy, reliable with good communication skills.

### Key Skills:

- Good ICT skills - achieved ECDL during Year 10 and achieved a B grade. Proficient and confident in using Microsoft programmes (Word, Excel, Power Point and Outlook). Familiar with Apple Mac and Photoshop.
- Self-motivated and organised - rather than using the work experience database to find a placement, made an informed choice to contact a different employer and organise own placement.
- Good problem solver – completed some landscape gardening with a contractor and used problem solving skills to deal with site issues as they arose.
- Ability to work on own and as part of a team – two evenings a week carry out voluntary work at the local Brownie Group, helping young people work on a range of projects and tasks.

### Paid Employment and Work Experience:

- Barbara Lloyd, Bricklayer, Portsmouth – paid employment for 2 days' work. General site labourer, mixing mortar and site maintenance.
- Self-employed work over summer holiday (August 2016); cut grass and odd jobs for local elderly people.
- Simon Smith Convenience Store, Portsmouth – paid employment paper round (Aug 2016 to 31<sup>st</sup> Dec 2016). Gave up to focus on GCSEs.
- Work Experience (unpaid): All Saints Farm, Hamble. 1 week completed June 2016. Duties included feeding the animals, collecting eggs and rebuilding the chicken runs.
- Premier, Portsmouth – paper round (Jan 2013 to Aug 2015). Store closed down.

### Education:

- My School, St Bede's Road, Portsmouth. PO12 3BV - September 2012 to June 2017.

**Qualifications:**

GCSE Maths B predicted

GCSE Double Award Science (Core and Additional) BB predicted

GCSE English Language B predicted

GCSE English Literature B predicted

GCSE Product Design B predicted

ECDL – Grade B achieved August 2016

Basic First Aid – passed September 2015

**Interests:**

- Landscape Gardening – enjoy bringing old gardens back to life.
- Doing odd jobs and gardening for older people in the local community – believe that it's important to help others who can't do tasks for themselves and give something back.
- Cycling – cycle everywhere as it is fun and it also helps fitness levels.

**References:**

Available upon request

## CV Template: Example 2

**Thomas Williams**  
 23a Victoria Avenue  
 Portsmouth,  
 Hampshire  
 PO2 5RD  
 07774566541

[twilliams@btinternet.com](mailto:twilliams@btinternet.com)

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A well-motivated and enthusiastic school student with strong organisational and communication skills. Good team player and able to use own initiative to achieve objectives. Good computer skills. Versatile with the ability to learn new skills.

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### Skills and abilities

- Communicates well with customers from all walks of life and of all ages
- Reliable, hardworking and trustworthy
- Numerate and able to handle cash transactions confidently and accurately
- Good awareness of health and safety issues
- Experience in reception work and general administration

### Employment History

- Mar 2017 – Present     **Lifeguard** – Taro Leisure Centre, Petersfield  
 As a pool lifeguard I am responsible for public safety and the general upkeep/maintenance of the pool.
- Oct 2015 – Mar 2016     **Stores Assistant** - Waitrose Supermarket, Havant  
 Responsibilities included working in a team, customer care, cash handling, stocktaking, stock rotation, cashier and cleaning duties.

### Education

- Sept 2016 – June 2018     **Havant College - A Levels**  
 English Language – B  
 Biology – C  
 History - C
- Sept 2011 – June 2016     **Crookhorn College of Technology**, Waterlooville  
 8 GCSEs – including maths, English and double science

### Additional Information

Currently working towards the completion of a Football Association (FA) Coaching Certificate, which is FIFA recognised. Qualified at Level 2 for Pool Lifeguard skills. Completed an Event Management Certificate, by co-organising and planning an under-16 girls' Basketball competition, including planning, marketing.

### Hobbies and Interests

Enjoys participating in most sports especially competitive team games. Coaching and competing in football when possible. Other key interests are operating computers, creating websites, listening to a variety of music and reading sports personalities' biographies.

## CV Template: Example 3

Kate Prowse

[KateProwse@outlook.com](mailto:KateProwse@outlook.com)

07593714539

5 Any Road, Anyplace, Any city SO40 9RA

### Personal Profile

A hardworking, reliable individual who enjoys working to and meeting targets. Kind and considerate towards others. Can work independently as well as part of a team. Organised and punctual and keen to help others.

### Work Experience

**Customer Service Assistant: July 2017 – current, So and so stores, City Lane, Anytown.**

Responsibilities include providing excellent customer service to ensure all customers have a positive experience, checking and arranging stock, handling cash and card transactions.

**Classroom assistant: July 2016 (schoolwork experience placement)**

Anytown Pre-school & Infant School, Anytown.

Responsibilities included preparing the classroom, assisting with meal and snack times, reading with children (group and one-to-one), working to health and safety guidelines to ensure safety of children at all times.

### Education

**A levels: - September 2017 to current - Any School, Any Road, Anytown, Hampshire**

Maths (predicted A)

French (predicted A\*)

Biology (predicted B)

**GCSEs: - September 2013 to June 2017 - Any School, Any Road, Anytown, Hampshire**

**GCSEs:**

English language 6

English literature 4

Maths 6

Biology 5

ICT 4

French 7

### Personal Interests

Member of the local police cadet corps. Plays football for local team. Currently working towards Duke of Edinburgh bronze award which involves volunteering in a local charity shop. Plays guitar and piano for fun.

### References

References are available on request.

## Some Hints and Tips

<b>DO's</b>	<b>DONT's</b>
<ol style="list-style-type: none"> <li>1. Put the strongest statements at the top and work down the page</li> <li>2. Add a personal profile using just two to three sentences to summarise your strengths</li> <li>3. Keep sentences and paragraphs short</li> <li>4. Use indented or bulleted points for clarity</li> <li>5. Explain your achievements wherever possible</li> <li>6. Have someone check your grammar, spelling and punctuation</li> </ol>	<ol style="list-style-type: none"> <li>1. Make your CV longer than two sides of A4</li> <li>2. Include pictures, salary information or personal information</li> <li>3. Use 'I' - it should be written in the third party</li> <li>4. Include hobbies or social interests unless they clearly contribute to your CV</li> <li>5. Try to be humorous or use coloured paper</li> <li>6. Put any negative statements or information on your CV</li> </ol>

## Learn to describe yourself

There are many ways you can describe yourself; your skills and strengths try to use terms that demonstrate these.

## CV Sentence Starters

Skills Profile	Responsibilities (Under work experience)	Achievements
Ability to... developed through...	Worked with...	Recognised for...
Excellent experience with... shown by...	Assisted...	Awarded with...
Broad range of... experience	Designed...	Achieved...
Good understanding of... proven by...	Produced...	Proud to have ....
Developed an understanding of... through...	Supported...	Have a talent for....
Thorough familiarity with...	Developed...	Qualified to....
Great approach to...	Planned...	
Solid knowledge of...	Conducted...	
Competent in...	Supervised...	
Proficient in...	Managed...	
Sound... capabilities	Performed...	
Able to...	Plan to...	
Confident...	Delivered...	
Demonstrated success in...		
Strong...		
Effective...		
Committed to...		
Proven...		
Seek to...		
Special strength for...		
Keen awareness of...		

## CV building – skills, qualities and duties

Think about the skills, qualities and duties you possess or have undertaken.

**Skills** have been learned – from school, at work, or through your hobbies and interests. You need to keep practicing and developing to remain good at them.

**Qualities** are characteristics – they are part of your personality. They may develop over time, but you are always ‘good’ at them.

**Duties** are the responsibilities you are expected to perform to complete a task or job.

Look at the lists below and try to identify examples of where you have developed or used that skill or quality or undertaken a specific duty. Use the grid on the next page to document these.

Skills	Qualities	Duties
<ul style="list-style-type: none"> <li>Effective Communication</li> <li>Creativity</li> <li>Designing/Making</li> <li>Recalling facts</li> <li>Repairing machinery</li> <li>First aid</li> <li>Drawing/Painting</li> <li>Singing</li> <li>Estimating</li> <li>Coaching or teaching</li> <li>Problem solving</li> <li>Gathering evidence</li> <li>Researching</li> <li>Bilingual</li> <li>Taking photographs</li> <li>Digital skills – Computer literate</li> <li>Helping others</li> <li>Financial and money management</li> <li>Time management</li> <li>Mental arithmetic</li> <li>Planning your work</li> <li>Organising yourself</li> <li>Playing an instrument</li> <li>Data and analysing information</li> <li>Playing sport</li> <li>Reading a map</li> <li>Enterprise and Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>Calm</li> <li>Caring</li> <li>Confident</li> <li>Sensitive</li> <li>Punctual</li> <li>Resilience</li> <li>Responsible</li> <li>Conscientious</li> <li>Strong minded</li> <li>Team player</li> <li>Determined</li> <li>Hardworking</li> <li>Trustworthy</li> <li>Friendly</li> <li>Enthusiasm</li> <li>Leadership</li> <li>Adaptable</li> <li>Patient</li> <li>Passion</li> <li>Considerate</li> <li>Polite</li> <li>Imaginative</li> <li>Innovative</li> <li>Accurate</li> <li>Alert</li> <li>Capable</li> <li>Courage</li> </ul>	<ul style="list-style-type: none"> <li>Prepare for lessons</li> <li>Attend classes</li> <li>Submit work to deadlines</li> <li>Have correct equipment and resources</li> <li>Revise for exams</li> <li>Complete assignments</li> <li>Write reports</li> <li>Answer questions</li> <li>Join in with group work</li> <li>Speak effectively when presenting</li> <li>Be dressed appropriately</li> <li>Mentor younger students</li> <li>Act as an ambassador for school</li> <li>Take responsibility for a project</li> <li>Organise competitions</li> <li>Promote the school to new students</li> <li>Create a plan of action</li> <li>Produce a revision timetable</li> <li>Taking care of school property</li> <li>Respecting yourself and others</li> <li>Doing your best</li> <li>Contribute to discussions and group activities</li> </ul>



## CV building – activity

Write down your 4 strongest personal skills and qualities. Give an example of when you have used them/shown them:

<b>SKILL:</b>  <b>When I used it:</b>	<b>QUALITY:</b>  <b>When I showed it:</b>
<b>SKILL:</b>  <b>When I used it:</b>	<b>QUALITY:</b>  <b>When I showed it:</b>
<b>SKILL:</b>  <b>When I used it:</b>	<b>QUALITY:</b>  <b>When I showed it:</b>
<b>SKILL:</b>  <b>When I used it:</b>	<b>QUALITY:</b>  <b>When I showed it:</b>

**Team player:** Good at building relationships, respectful of others and their views, reliable, conscientious.

Example: working in a group to do a science experiment safely that involves all team members; playing hockey/football; work experience at a local café.

**Communication:** Good spelling and grammar, writing essays/reports/using the right language, talking to different sorts of people, listening, presentations.

Example: as school prefect listening to other students giving feedback to teachers; taking part in school play; giving instructions to the younger players I coach; school assemblies and giving presentations; listening to instructions from teachers.

**Solving problems:** having an organized approach, analyzing the issue, working to deadlines, understanding different ways of looking at things.

Example: figuring out the best materials to use to create my D&T project; helping my Dad to fix the virus on his laptop; working out the best way to meet all my homework deadlines.

## Action Verbs – by skill categories

You can use these verbs to describe your skills, accomplishments and abilities when writing your CV and covering letters; they may help to increase the strength of your writing and make potential employers take notice. Try using an 'action verb' as a leading word to your sentences, this will help to make your writing more direct.

<b>Creative Skills</b>					
acted	adapted	began	combined	composed	conceptualised
condensed	created	customised	designed	developed	directed
displayed	drew	entertained	established	fashioned	formulated
founded	illustrated	instituted	integrated	introduced	invented
modelled	modified	originated	performed	photographed	planned
revised	revitalised	shaped	solved		
<b>Organisational Skills</b>					
approved	arranged	catalogued	categorised	charted	classified
coded	collected	compiled	corrected	corresponded	distributed
executed	filed	generated	incorporated	inspected	logged
maintained	monitored	obtained	operated	ordered	organised
prepared	processed	provided	purchased	recorded	registered
reserved	responded	reviewed	routed	scheduled	screened
submitted	supplied	standardised	systemised	updated	validated
<b>Research Skills</b>					
analysed	clarified	collected	compared	conducted	critiqued
detected	determined	diagnosed	evaluated	examined	experimented
explored	extracted	formulated	gathered	inspected	interviewed
invented	investigated	located	measured	organised	researched
searched	solved	summarised	surveyed	systemised	
<b>Teaching Skills</b>					
adapted	advised	clarified	coached	communicated	conducted
coordinated	critiqued	developed	enabled	encouraged	evaluated
explained	facilitated	focused	guided	individualised	informed
instilled	instructed	motivated	persuaded	simulated	stimulated
taught	tested	trained	transmitted	tutored	
<b>Technical Skills</b>					
adapted	applied	assembled	built	calculated	computed
conserved	constructed	converted	debugged	designed	determined
developed	engineered	fabricated	fortified	installed	maintained
operated	overhauled	printed	programmed	rectified	regulated
remodelled	repaired	replaced	restored	solved	specialised
standardised	studied	upgraded	utilised		

<b>Communication/People Skills</b>					
addressed	advertised	arbitrated	arranged	articulated	authored
clarified	collaborated	communicated	composed	condensed	conferred
consulted	contacted	conveyed	convinced	corresponded	debated
defined	developed	directed	discussed	drafted	edited
elicited	enlisted	explained	expressed	formulated	furnished
incorporated	influenced	interacted	interpreted	interviewed	involved
joined	judged	lectured	listened	marketed	mediated
moderated	negotiated	observed	outlined	participated	persuaded
presented	promoted	proposed	publicised	reconciled	recruited
referred	reinforced	reported	resolved	responded	solicited
specified	spoke	suggested	summarised	synthesised	translated
<b>Management/Leadership Skills</b>					
administered	analysed	appointed	approved	assigned	attained
authorised	chaired	considered	consolidated	contracted	controlled
converted	coordinated	decided	delegated	developed	directed
eliminated	emphasised	enforced	enhanced	established	executed
generated	handled	headed	hired	hosted	improved
incorporated	increased	initiated	inspected	instituted	led
managed	merged	motivated	navigated	organised	originated
overhauled	oversaw	planned	presided	prioritised	produced
recommended	re-organised	replaced	restored	reviewed	scheduled
secured	selected	streamlined	strengthened	supervised	terminated
<b>Data/Financial Skills</b>					
administered	administered	administered	administered	administered	attained
audited	audited	audited	audited	audited	controlled
corrected	corrected	corrected	corrected	corrected	directed
marketed	marketed	marketed	marketed	marketed	executed
projected	projected	projected	projected	projected	improved
<b>Helping Skills</b>					
adapted	advocated	aided	answered	arranged	assessed
assisted	clarified	coached	collaborated	contributed	cooperated
counselled	demonstrated	diagnosed	educated	encouraged	ensured
explained	facilitated	familiarised	furthered	guided	helped
insured	intervened	motivated	prevented	provided	referred
rehabilitated	represented	resolved	supplied	supported	volunteered

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