

CV skills lesson one: Writing a successful CV



You've got 30 seconds to make an impact



Your CV advertises you to a potential employer

What should go on my CV?

- Your name and contact details
- Skills and personality traits that show you are a fit for the job description advertised
- Your education and qualifications
- Past jobs and work experience
- Interests that show the 'whole person'
- Referees – people who can back up what you say on your CV

How should I organise my CV?

Chronological (starting with the most recent)

- Highlights your qualifications and jobs
- Shows your experience

Personal Profile

Education and qualifications

Employment and work experience

Other skills and achievements

Interests

Referees

Mary Smith
 24 Maple Road, Cardiff, Wales CF10 XXX
 Telephone: 0207 536 253
 Mobile: 077-283522
 Email: mary.smith@address.co.uk

Personal profile

I am a very positive, proactive and enthusiastic person who works well both on my own and as part of a team. I am confident and motivated to aim high, I have a strong desire to develop a career in customer service.

Education and qualifications

2014–2019	Northvale Park Secondary	GCSEs: Maths	C
		English	B
		Science	C
		Design & Technology	D
		Geography	C

Employment and work experience

- 2019–2020 Customer Assistant, Tesco Express
- Collected, replenished, organised and managed stock, and dealt with a range of customers
 - Worked under pressure and learned to stay positive and adapt in a diverse environment
 - Strengthened my communication, numeracy, listening and customer service skills
- 2017–2019 Mentor, Poplar Youth Club
- Led a group of young people aged 9–13, working to promote an interest in learning
 - Helped them improve their self-confidence and academic achievement, and assessed their work to help them set targets

Other skills and achievements

- Leadership: a successful captain for the school football team, with a proven track record
- Employee of the month on three occasions during 2018
- Class President during 2018–19
- Level 3 certificate in 'Introduction to Mentoring Skills' (2017)
- Team working: reliable, honest and capable, helping teams complete learning tasks and projects properly and on time
- Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2016)

Interests

- I enjoy team and individual sports including football, cricket and badminton
- At present I play league football for Newark FC. This involves me training once a week (Thursday)
- Keen on technology, in my spare time I like to research this industry to keep myself up to date

Referees

Available on request.

How should I organise my CV?

Functional or skills-based

- Highlights your skills and qualities
- Shows your ability

Personal Profile

Skills and personal qualities

Education and qualifications

Employment and work experience

Interests

Referees

Alex Brown
 72 Red Lane, Limehouse, London E14 XXX
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Personal profile

I am a very positive, proactive and enthusiastic person who works well both on my own and as part of a team. I am responsible, thorough, respectful, confident and motivated to do my best. I have a strong desire to develop a career in customer service.

Skills and personal qualities

Customer care	Served and helped customers of diverse ages and backgrounds. Level 3 certificate in 'Introduction to Mentoring Skills' (2017).
Communication	Worked with young people aged 9–13 to promote an interest in learning and helped them improve their self-confidence and academic achievement. Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2015).
Numeracy	Handled cash and credit transactions. Helped young people with numeracy tasks.
Proactivity	Employee of the month on three occasions in 2018. Received certificate for work experience (Trident), in recognition of my high standard of work (2016).
Organisation	Collected, replenished, organised and managed stock. Stayed positive while working under pressure in a busy retail environment. Helped teams complete learning tasks and projects properly and on time at school and college.
Leadership	Successful captain for the school football team. Class President at school (2017–2018).

Education and qualifications

2014–2019	Langdon Park Secondary GCSEs:	Maths	4
		English	5
		Science	4
		Design & Technology	5
		Geography	3

Employment and work experience

2019–2020	Customer Assistant, Tesco Express
2017–2019	Mentor, Poplar Youth Club

Interests

- I enjoy team and individual sports including football, cricket and badminton
- At present I play league football for Newark FC. This involves me training once a week (Thursday)
- Keen on technology, in my spare time I proactively research this industry to keep myself up to date

Referees

Available on request.

CV tips



Do

- Be positive and sell yourself
- Highlight your relevant skills and experience
- Use evidence
- Be brief and to the point
- Check spelling and grammar
- Change your CV to match each job you apply for
- Align the skills and experience to what the employer is looking for, based on the job advert



Don't

- Lie
- Use more than two pages or cram it all into one
- Include your date of birth, gender, orientation, marital status, religion or nationality*
- Leave gaps in your school or work record
- Have any spelling or grammar errors

*Employers cannot ask for these or base decisions on them.