



CV Writing

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Objective of the CV

A well written CV will help you secure an interview.

You want to sell your skills, your qualifications, your experience and your ability to do the job.

To create an excellent CV, you should;

- List your employment in date order, with the most recent first
- Have plenty of white space in it so it appears uncluttered
- Try to keep sentences short
- Check your spelling
- Avoid leaving any gaps in your career
- Include statistics and facts that prove your abilities

First applications are received 200 seconds after a job is posted. Average time spent looking at a CV is 5-7 seconds. In an ideal world there should be one CV specifically written and customized for each job.

Go into specific detail only about skills that are relevant to the role and provide evidence of where you have successfully used these skills in the past.

Use a standard Microsoft Word template, lots of white space with a clean look. It should be written in a standard font, with a type size no smaller than 11. The CV should be a maximum of two pages unless it is an academic CV or a portfolio for an Art, Design or Marketing role.

What to include in a CV:

- Personal Details
- Personal Profile
- Key Skills/Abilities
- Employment History
- Education/Training
- Hobbies and Interests
- References

What personal details should be on my CV?

Your Name

Write your name in a larger font (e.g. size 26) than the rest of your CV to make it stand out, after all your CV is a marketing tool.

You must not include your marital status, photo, national insurance number, nationality or date of birth.

Contact details

Use your own personal email address or create a new account specifically for your job search, especially if your current email address is something like foxybabe@webaddress.com. Be sure to add the phone number, this will make it easier for potential employers to contact you.

Personal Profile

A personal profile statement is a vital part of your CV and it is a short statement outlining your personal characteristics. It tells the reader what kind of a person you are, the attributes and qualities that you possess and the experience you have. It must be written in third person and use action words and positive words.

An example:

A self-motivated, reliable and hard working individual who works well as part of a team or equally as well independently using own initiative. Has good communication and customer service skills with the ability to build strong working relationships with both customers and colleagues at all levels. Works well under pressure, completing any task to a high standard and within set deadlines. A flexible attitude and a willingness to undertake any training required to develop my existing skills.

Key Skills and Abilities

Every employer is looking for a specific set of skills from jobseekers that match the skills necessary to perform a particular job. The key skills are extremely important part where you must put the key skills, experience and knowledge you have relevant to the role.

The key skills vary according your area of work:

For instance, for the following work areas have a think about these questions:

Administration:

What computer programs do you know?

How many words per minute can you type?

Catering:

Do you hold a current Food Hygiene certificate?

What qualifications do you have?

Welder:

What type of welding can you do?

Retail:

Can you use the till?

Do you have any customer service qualifications?

List about 4 or 5 of your key skills with simple bullet points, it can be very effective.

If the job you are looking for requires you to drive then you will probably want to assure them about your clean driving license. If you are going for a web design role, you may want to direct them to a website you have created and tell them about the codes you can write.

Employment History

You must always start with your most recent employment and list in reverse chronological order. Most employers now only look at the last ten years of your work history. However, if you have gaps in your employment history you may have to list more than this and explain the reasons for the gaps.

Provide the following information: job title, employer name, dates (month and year) and main duties.

Education/Training

You need to list the grades of any examinations undertaken on your GCSE's.

If you did not take any exams, you should write "Achieved a good standard of secondary education".

Training can also go under this heading, ie Food Hygiene Certificate, First Aid, CSCS Card etc.

Remember to include where you achieved this and when.

Any certificate over 2/3 years will be invalid or need a refresher course to bring them up to date so do not list on your CV

Hobbies and Interests

You should include hobbies and other interests, especially if they involve social and community activities. These activities are important – cover membership of societies, sports clubs/teams, etc. All these activities and the extent of your involvement give the recruiter clues about the real you and your interests."

Voluntary Work/Achievements

Employers find volunteering work on a CV to be valuable. Whether the work was done during a job or in between, it shows a pro-active approach to better yourself in a productive way.

You must include this on the Employment History. This helps to use the skills and abilities learned during volunteer work as a supplement to the paid positions and thus strengthening the CV.

Reasons for CV rejection:

- The experiences and achievements on your CV do not match the employer's requirements
- Long CVs
- Too much information
- Too little information
- Spelling mistakes
- Your incorrect contact details
- Bizarre colours, unusual fonts and coloured paper
- Smudgy writing and poor quality paper

CV Draft

Personal Details

Name

Address:

Contact Details: i.e. Mobile Number, email

Personal Profile (few words that describe your strengths)

Key Skills and Experience (4 or 5 Key Skills)

Employment History (Most recent FIRST)

Job Title

Name of Employer

Dates worked from and to

Main Duties and responsibilities:

Job Title

Name of Employer

Dates worked from and to

Main Duties and responsibilities:

Job Title

Name of Employer

Dates worked from and to

Main Duties and responsibilities:

Job Title

Name of Employer

Dates worked from and to

Main Duties and responsibilities:

Education/Qualifications/Training

Name of Secondary School

Course title:

Results/outcome (only write this if it is good)

Name of training provider:

Dates to and from:

Course for:

Results/outcome (only write this if it is good):

Hobbies and Interests - include some activities

References