

CV - (Curriculum Vitae)

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
- sixth forms 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, or you need to start thinking about your work experience where a CV may be required. If you have a CV ready to be printed off or emailed, you're more likely to be the one who gets the work experience or the job you are after!

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 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
- your qualifications – exams and certificates (school and elsewhere)
- your experience – jobs, work experience, activities in and out of school/college, volunteering.

Don't worry if you feel you haven't a lot to put on your CV, however 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, etc.)
- sports you regularly take part in
- one-off achievements – awards, trophies, 'employee/student of the month', for example
- group activities – team challenges, charity events, drama productions, etc.

What to leave out

When you try and decide what to include, ask yourself the question: **Will this help me get a job?**

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

If you like 'socialising with friends and family', that's fine, 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 to whatever you're applying for.

Getting started

If you're wondering where to start, have a look at the **CV template** 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: Good Example

Susan Cameron

25 London Close
Portsmouth
Hampshire
PO6 3EN

Tel: 023 4562 1789

Mobile: 01234567890

susancameron@gmail.com

Personal Profile:

A mature, confident and hardworking individual who enjoys keeping busy. Someone that 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 and someone who has 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. From Aug 2016 to 31st Dec 2016. Gave up to focus on GCSE's.
- 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. From Jan 2013 to Aug 2015. Store closed down.

Education: (name of school)

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

Qualifications: (any you may already have or are working towards)

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