HOW DO I WRITE A CV AND WHY DO I NEED ONE?

Amazing Apprenticeships

Top tips to get you started with your CV

What is a CV?

CV comes from the Latin word curriculum vitae which stands for 'course of life'. It is a short document that summarises your education, skills and experience, which relate to a role you want to apply for.

Do all CVs follow the same format?

No, there are different CV styles, depending on the role and the stage you're at, but there are certain things that employers will always expect you to include (see the checklist).

Who looks at a CV?

It depends on the size of the organisation. It could be just one person, for example, the company owner if it's a small company, or it could start with HR and go to multiple people in a larger company. Many employers now remove personal information that could be used to unfairly advantage or disadvantage you.

How long should a CV be?

The length of a CV depends on your experience and what you need to include, but most employers and recruiters would expect it to be one or two pages at the most.

Where can I get help writing my CV?

If you are at school or college, there should be support available. Speak to your careers adviser and find out. There is also lots more support available online.

What should I include in a CV?

The main sections to include are:

- **Contact details**
  Full name, mobile number and email address.
- **Pronouns**
  A CV is a good opportunity to share your pronouns if you want to.
- **Profile / personal statement**
  A short paragraph, setting out your main skills and attributes.
- **Education and qualifications**
  Including type and grades (if you have not yet taken your exams, you can include predicted grades).
- **Work or volunteering experience**
  Details of any paid or unpaid employment or experiences and a short summary of tasks completed.
- **Skills and achievements**
  For example, software packages you can use or any languages you speak and also any soft skills like communication and teamwork.
- **Interests and hobbies**
  This section is useful if you don't have much work experience.
- **References**
  You may be asked to provide two referees that can provide a personal or professional reference.

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What should I include in my profile / personal statement?

It should be a concise statement (around 100 words) that sums up who you are, what you hope to do and helps you to sound like the right person for the job.

You could include:

- Why you are suitable for, or interested in the role / industry.
- A sentence or two about any work / volunteering experience.
- Any skills, attributes or significant achievements that are relevant.
- Any academic qualifications that are relevant to the role.

How can I make my CV relevant to the role I am applying for?

Look at the job advert and refer to the job description, person specification and company details. Think about how your skills and experience match what the employer is looking for. Make sure you highlight any relevant qualifications, training or experience you have.

Should my CV be the same for everything I apply for?

No, try to tailor some of the sections of your CV so that it is relevant to the role you're applying for. For example, in the interests section, you could say that you enjoy gaming if you're applying for a role in that industry. You should also make sure your profile statement is relevant to the role you're applying for.

TOP TIPS

- Make sure there are no spelling/grammar mistakes.
- Ask someone else to proofread your CV.
- Use active words to highlight your skills and strengths, for example: planned, organised, created.
- Personalise your CV to the employer by linking it with words used in the advert and job description.
- Make sure your email address is professional.
- Include a link to your LinkedIn profile if it's relevant, up-to-date and professional.
- Don't lie or exaggerate.
- Include a covering letter with your CV. Have a look at our guide to writing one below.

Linked resource

Find out more about writing a covering letter to send with your CV (see link below).

Click here to view or scan the QR code

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EXAMPLE

Use a professional font consistently that is clear to read, e.g. Arial, and a font size between 10 and 12.

Use your name as the title and include your pronouns if you want to.

Add your LinkedIn profile if you have one and it's relevant and professional.

Put your profile statement at the top under the title.

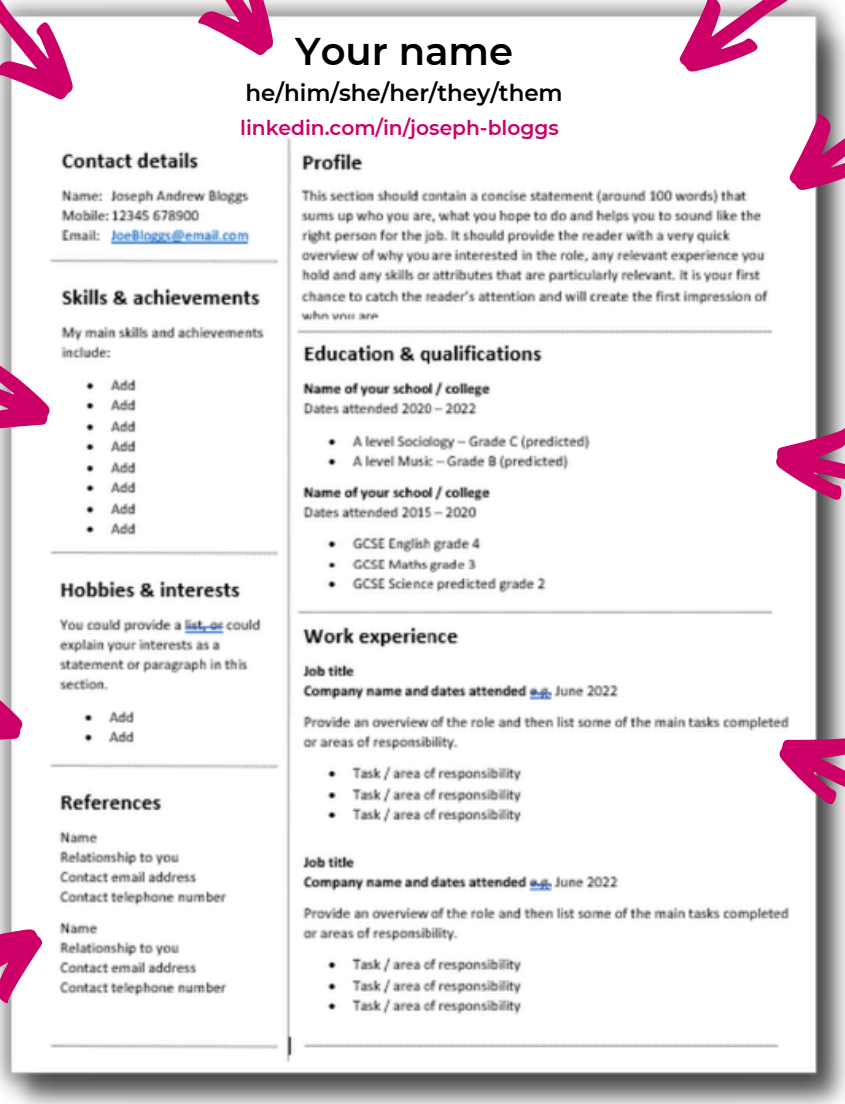
Use clear spacing and bullet points.

List everything in order of most recent first.

Use section headings and make them stand out.

You can include any voluntary activities and unpaid work.

If you prefer, you can say 'References available upon request'.



Your name

he/him/she/her/they/them

linkedin.com/in/joseph-bloggs

Contact details

Name: Joseph Andrew Bloggs
Mobile: 12345 678900
Email: JoeBloggs@email.com

Skills & achievements

My main skills and achievements include:

- Add
- Add
- Add
- Add
- Add
- Add
- Add
- Add

Hobbies & interests

You could provide a list, or could explain your interests as a statement or paragraph in this section.

- Add
- Add

References

Name
Relationship to you
Contact email address
Contact telephone number

Name
Relationship to you
Contact email address
Contact telephone number

Profile

This section should contain a concise statement (around 100 words) that sums up who you are, what you hope to do and helps you to sound like the right person for the job. It should provide the reader with a very quick overview of why you are interested in the role, any relevant experience you hold and any skills or attributes that are particularly relevant. It is your first chance to catch the reader's attention and will create the first impression of who you are.

Education & qualifications

Name of your school / college
Dates attended 2020 – 2022

- A level Sociology – Grade C (predicted)
- A level Music – Grade B (predicted)

Name of your school / college
Dates attended 2015 – 2020

- GCSE English grade 4
- GCSE Maths grade 3
- GCSE Science predicted grade 2

Work experience

Job title
Company name and dates attended e.g. June 2022

Provide an overview of the role and then list some of the main tasks completed or areas of responsibility.

- Task / area of responsibility
- Task / area of responsibility
- Task / area of responsibility

Job title
Company name and dates attended e.g. June 2022

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