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Creating a CV and Information

Single Point of Access Employment Team



Creating a CV and Information Pack

This guide gives you important and useful information to help you create a functional and tailored CV.

Contact details

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SPA Employment Team

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Contents

General information about CVs	Page 1 – 3
What does Curriculum Vitae mean?	
What is a CV for?	
Why do I need a CV?	
First impressions	
Spelling and grammar	
Organising information on your CV	
Important items to be found in a CV	
Useful words	Page 4
Useful phrases	Page 5
Personal profile builder	Page 6
CV template	Page 7 – 8

General Information about CVs

What does Curriculum Vitae/CV mean?

The word Curriculum Vitae literally translated means the story of your life. The words Curriculum Vitae are usually abbreviated to CV.

What is a CV for?

A CV is a marketing tool. With your CV you will be able to promote yourself. Imagine the CV as being a brochure that will list the benefits of a particular service. The service being your time and skills! When writing a CV look at it from your employers point of view. Would you stand out against the competition (the other candidates) and would the manager want to talk to you for a possible job? You have to ask yourself these questions when writing your CV / curriculum vitae.

Why do I need a CV?

A CV is an essential tool in your job search. When applying for a vacancy you generally first have to send your CV to present yourself to the prospective employer. These days' employers often receive a lot of CVs for each advertised position – jobs advertised in national papers can often attract hundreds of applicants. So your CV has to be just that little bit special to stand out if you want to obtain interviews.

General Information about CVs

First impressions

It is usually best to try and keep your CV to two pages of A4, unless someone specifically asks you for a longer CV. If you cannot keep your CV to this length then you probably have not understood an employer's requirements. Employers do not want to know your whole life history – just enough to decide whether they should interview you or not. First impressions matter; if your CV does not attract the reader's attention in the first 20–30 seconds then your chances of obtaining an interview are greatly reduced. An employer may have a hundred or more CVs to look through and probably only a couple of hours in which to make their selection.

Spelling and grammar

Your CV should be carefully checked for errors before you send it out to employers. Tiny errors in your CV can detract from an otherwise good CV and make you look lazy or careless – not the sort of qualities you want to portray to an employer. As you will probably be 'blind' to these errors you should get someone else to check your CV for grammar and spelling errors. Most employers will not want to interview you if there are any errors on your CV.

General Information about CVs

Organising the information on your CV

If your CV is not well organised then the reader will find it hard to follow and will not be able to build up a picture of you quickly. Remember the reader will not spend very long looking at your CV – so if they cannot find what they want they will not bother to read any further.

The visual layout of your CV is very important. Even though the wording you use may be correct, if people cannot find the information they want quickly they will move on to someone else's CV. You should use plenty of 'white' space in your CV and appropriate headings and section breaks.

Important items to be found in a CV

- Your full name
- Your full address and phone number
- Any paid work you have done
- Any unpaid work you have done (including work experience, voluntary work, charity)
- Schools you went to after age of eleven
- The addresses of your schools
- The name and address of your college
- The name of any courses taken with dates
- The names of the tests and exams you took
- Your skills
- Your hobbies and interests

Useful Words

Choose 6 – 8 words that best describe you

Reliable	Responsible	Punctual
Honest	Initiative	Prioritise
Approachable	Enthusiastic	Determined
Innovative	Flexible	Adaptable
Commitment	Confidence	Motivation
Efficient	Focused	Helpful
Technical	Versatile	Creative
Dedicated	Dependable	Conscientious
Empathy	Friendly	Trustworthy
Organised	Considerate	Perceptive

Useful Phrases

Choose 6 – 8 phrases that best describe you

Hard working	Customer service	Good communicator
Team leader	Team member	Team player
Good organisational skills	Work well under pressure	Work well under supervision
Attention to detail	Meet deadlines	Open to new ideas
Learn new skills	Multi-skilled	Transferable skills
Good interpersonal skills	Good telephone manner	Literate and numerate
Self motivated	Well presented	Positive attitude
Hands on approach	'Can do' attitude	Smart and presentable
Problem solving	Target driven	Eye for detail

Personal Profile Builder

Choose 6 – 8 skills that best describe you

Extremely hard working	
Outgoing personality	
Pay attention to detail	
Positive attitude at all times	
Ability to handle difficult or sensitive situations	
Confident telephone manner	
Analytical approach to problem solving	
Able to prioritise to meet tight deadlines	
Computer literate in (i.e. Word, Excel, Access)	
Demonstrate effective communications skills, both written and verbal	
Determined to succeed	
Display drive and enthusiasm	
Enjoy working as part of a team	
Flexible approach	
Health and safety conscious	
Good sense of humour	
Keen to learn new skills	
Likes helping others	
Good leadership skills	
Supervisory/ Management experience	
Self-motivated	
Show initiative and accept new responsibilities	
Work quickly, accurately, effectively and efficiently	
Work to deadlines with minimal supervision	
Demonstrate patience, understanding and ability to handle new responsibilities	
Cash handling skills	
Enjoys the challenge of new tasks	
Highly innovative and creative	
Good customer service skills and experience	

CV Template

Contact details

Name

Address

Home Number

Mobile Number

Email

Personal profile

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Personal skills and qualities

1

2

3

4

5

6

7

Work history

NOTE: Remember to complete your employment history starting from your most recent job!

Dates: from – to: Position:

Name and address of Company

Brief description of duties

Work history continued...

Dates: from – to: Position:

Name and address of Company

Brief description of duties

Dates: from – to: Position:

Name and address of Company

Brief description of duties

Education and additional training

NOTE: Remember to complete your education history starting from your most recent!

Dates: from – to: Name of course:

Name of institution

Subject(s)

Any additional info related to the course/subject(s)

Dates: from – to: Name of course:

Name of institution

Subject(s)

Any additional info related to the course/subject(s)

Hobbies and interests

NOTE: It would be beneficial to mention any sort of hobbies or interests that may relate to the vacancy you are applying for (i.e. Customer Service job: I enjoy socialising with friends, family and meeting new people)

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