

How to create a great CV

When you make your first steps in to the world of work, you will need to put together your Curriculum Vitae, your CV. And you'll need to update your CV every time you want to move jobs.

So, what is it?

A CV is a written overview of your skills, education, and work experience. You will send it to potential employers when you're looking for a job and it is part of your application.

Your CV will be reviewed by a Recruitment team and based on the information included, the Recruitment team will select the people they think are most suited to the job. A successful CV is most likely to lead to the next stage in the recruitment process, the interview.

What makes a good CV?

The CV is the first opportunity to create a first impression. So, it is important to always ask yourself 'why me?' 'what makes me stand out?'. This means you need to adapt your CV for every job to make sure that the experience and skills you are including are always relevant to the job you are applying for.

A strong CV is more likely to be considered if it is clearly laid out, has an eye-catching personal statement and has no spelling mistakes!

There are a few things that will help you with the first impression your CV will make:

Your CV should be no longer than two sides of A4. If you are starting out in your career and have limited work experience, then fitting your CV to one page of A4 is a good approach. As your experience grows, you can start to work towards filling the two pages.

Bullet points and headings work well and helps to separate your details. You want to give the reader enough information to spark interest in you and want to know more.

The first thing that should stand bold at the top of the CV is your name, this can be in a bigger font than the rest of the CV.

The rest of the CV should be in font size 11 or 12. You can bold your headings to make it easier for the person reading it to see what you want to tell them.

Getting started – putting pen to paper

Step 1: Look at lots of examples and you'll find hundreds of examples online. Here are some examples:

[Example CVs](#)

[Building a law CV](#)

[How to write a cover letter, CV or application form](#)

Step 2: Start with a mind map and write down everything you know about yourself. This might include information like your strengths, interests, achievements, favourite subjects, talents and areas you are interested in.

Step 3: Think about your immediate future. What you would like to be doing and what skills and experience would like to get in the next 2-3 years?

Structuring your CV

Your CV will have seven sections:

1. Personal Statement
2. Personal Information
3. Education
4. Work Experience
5. Achievements
6. Interests
7. Additional Information

Now let's break these down...



1. Personal Statement (What makes you – you?)

Your statement should be 3 or 4 sentences at the most and unique to you. It is an opportunity to summarise your strengths, your experience and your future aspirations.

Tailor the personal statement for each job application by referring to the skills required from the job statement to help show you are the person for the job.



2. Personal Information

Your name needs to be at the top of the page and in a bigger font than the rest of the information.

Contact details should then follow. It may be helpful to set up a new email address for your job applications as it should ideally only be your name – no nicknames!



3. Education

Start with your secondary education including the name of the school, the dates you studied, the subjects you are studying and the exams you have completed along with the award or predicted award.

Your experience should be in chronological order, with the most recent at the top of the list.



4. Work Experience

Include any work experience that you have had. This can be anything from a part-time job, a paper round on a Saturday morning or perhaps you have helped a family member run a charity event.

It is important to include dates, the company, brief description (in bullets) of what you were doing and the job title. Try to think about the skills you learned during that time. For example, you may have dealt with customers, you may have been in a trusted position of looking after money or had to deal with complaints. Perhaps you had to organise invites for an event or sort newspapers to ensure they were delivered on time.

You will have so many transferable skills that you can highlight here, if you are struggling ask other people friends/family to help you.

Your experience should be in chronological order, with the most recent at the top of the list.



5. Achievements

This is a great way to really promote yourself. What you are most proud of? What have you excelled in? Have you received an award for anything? This can be both academic and social.

These achievements will tell the employer a lot about you as a person and will also give some indication of your transferable skills such as team player, discipline, drive, studious, caring or being supportive with community spirit.



6. Interests

Employers want to find out about the real you so share what you enjoy. Your interests will give an indication of your personality and be a good talking point at interview.



7. Additional Information

You can use this section to show off the information you haven't been asked for and that could still be relevant to the job. Perhaps you can speak different languages, you may have had lots of experience using different IT packages, you might be a first aider or can drive.

Take one step at a time and start to build your CV.

Good luck with your job search!

Example CV

FULL NAME

Personal Statement

A highly motivated individual looking for their first position in retail. Throughout my education, I have demonstrated high levels of enthusiasm and team work to achieve my grades. I have a keen interest in working with people and would like to use these skills to help deliver a good customer service experience.

Personal Details

Contact Number: XXXXXXXX

Email Address: XXXXXXXX

Home Address: XXXXXXXX

Education

Dates	Name of School	Subjects/Level	Award
2015-2019	Academy	Maths	A
2015-2019	Academy	English	A

Work Experience

Dates	Job Title/Company Name
2019	Customer Service Advisor

Duties

- Undertook 1 week's work experience with a local store
- Developed experience in working with customers, teamwork and time management
- Responsible for helping customers with their queries either in store or on the telephone

Achievements

- Received a values award at school for 'helping others'
- Raised £XX by bag packing in our local store to raise money for our football camp

Interests

- Football
- Reading
- Playing Piano
- Karate
- Gymnastics

Additional Information

- Beginners French
- Level 1 Piano
- Provisional Driving Licence