

WRITE YOUR CV

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How do you write a standout CV?

We have all asked this question at some point, especially when searching or applying for your dream job. Your CV is one of the essential elements for job hunting; after all, it is what gives your potential employer their first impression of you.

Entering the world of work is very competitive and you need to ensure that your CV stands out from the others applying for the same job role.

Follow our 8-step guide on how to write a CV and create the best CV possible for your experience, skillset and the job you are applying for.

This activity will help you understand what your CV should contain and give you the opportunity to practice creating your own CV.

WHAT IS A CV?

A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers.

WHAT TO INCLUDE IN A CV?

Potential employers will scan your CV and decide whether to offer you an interview in a matter of seconds. Therefore, knowing what to include can help your CV stand out and ensure that you are selected to interview for the position you are applying for.

The basic components that make up a good CV are:

1. Contact Details
2. Personal Profile
3. Key Skills
4. Employment / Work Experience History
5. Education
6. Achievements
7. Hobbies
8. References

TOP TIPS:

Use a professional font like Ariel or Times New Roman and keep your font size between 10 and 12.

- > Your CV should not be longer than 2 sides of A4
- > Always check your spelling and grammar!
- > One size DOES NOT fit all- don't forget to tailor your CV, so it is suitable for the job role you are applying for.
- > Always remember to provide evidence and examples to support what you are writing.
- > Don't waste! Be informative and to the point- leave employers wanting to know more about you!



1. CONTACT DETAILS

Make sure that you include your full name, email address, contact number (can be mobile, home or both), along with home address.

Employers need this information in order to know where you are located and if needed, confirm your identity.

2. PERSONAL PROFILE

Your personal profile will go at the very beginning of your CV and it is very important to tailor this to the job at hand. For example, if you are applying for a shop assistant role, express your passion to help customers or to develop your experience in a retail environment.

This section should be no longer than 5-6 sentences. If you want to avoid clichés or need some fresh ideas, there are CV examples at <https://www.studentjob.co.uk/application-tips/cv-example>

3. KEY SKILLS

Make sure you are familiar with the position you are applying for, look through the job advertisement and write down all the skills they require.

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6. ACHIEVEMENTS

You may feel like as a student you don't have that many achievements you can list on a CV and therefore it isn't important. You couldn't be more wrong!

The achievements section within your CV is what will help to make you stand out against other candidates. Think back to anything you have achieved or participated in at any point throughout your education so far.

7. HOBBIES

Mentioning your hobbies and interests allow your personality to shine through.

As much as it is true, it's best not to put



HOW TO WRITE A CV (KS3)

Now you have learnt about what information you need to place within your CV why don't you use the free text boxes below to start creating your own CV.

Remember to follow the guide and if you feel adventurous why not select a specific job role to tailor your CV for.

GOOD LUCK!

Section 1 - Contact Details

Section 2 – Personal Profile

Section 3 – Key Skills



Section 4 – Employment / Work Experience History

Section 5 – Education

Section 6 – Achievements

Section 7 – Hobbies

Section 8 – References