

# How to write your first CV



## What is a CV?

Short for 'Curriculum Vitae' a CV is a formal document outlining your skills, experience and achievements. It is an introduction to an employer, college or sixth form and shows what an amazing person you are! A good CV takes time and must be free of spelling and grammatical errors.



## Why do you need a CV?

When you apply for a job whether that is a part-time Saturday job, apprenticeship or permanent job later in life, chances are the employer will ask for a CV. You may also need one for college, sixth form or university. As you gain more experience and skills, you can add these to your original CV. You will need to update it and adapt it throughout your life.

## What should your CV look like?

Your CV should include personal information so you can be contacted and have a number of headings so it is easy to read.

### Contact details

First name and surname

Address

Phone number

Email address (nothing silly)

### Headings

Introduction

Education

Work Experience

Achievements

Hobbies and Interests or Additional Information



## Introduction

This section is to introduce yourself and provide an overview of your skills, aspirations, goals etc. Talk about your favourite subjects, what you might want to do in the future. You can add hobbies later. Here's an example:



## INTRODUCTION

I am a year 11 student at Sir John Talbot's School and really enjoy PE and Science. I am keen to become a sports physiotherapist in the future and currently volunteer for the local u11s football club. I have excellent communication skills gained through work experience completed in year 10 and my part-time job. I am also well organised with good time management skills.

## Education

Add the name of your school, year you started, year you are due to finish, all subjects and predicted grades. Example:



## EDUCATION

**Sir John Talbot's School, Whitchurch**  
**2015 – 2020**

GCSEs (Predicted grades)

- Maths - 6
- English Language - 5
- English Literature - 6
- Science – 6/6
- Geography - 5
- Spanish - 5
- PE - 6
- Art - 5

## Work Experience

In this section you can include information about work experience completed in year 10, any part-time or summer job you may have had and volunteering you have been involved in. You can also include a paper round, babysitting, dog walking etc. When describing what you did, try to add as much information as possible so you can show what skills you have. Ensure you include the name of the company, dates and your job title.

### Key skills required by employers include:

Problem Solving  
Communication  
Time Management  
Teamwork  
Organisation  
Leadership  
Confidence dealing with people (Interpersonal skills)  
Use of initiative



See an example below.

## **WORK EXPERIENCE**

### **ABC Restaurant, Whitchurch**

**May 2019 – Present**

**Waiting Staff (Part-Time)**

- Improve communication skills by delivering a high level of customer service in a 20-cover Italian restaurant.
- Work as part of team to ensure food and drinks orders are taken accurately and delivered efficiently.
- Utilise problem solving skills to help customers with a range of queries such as vegan choices and items not on the menu.
- Consistently maintain a professional attitude and appearance.
- Use initiative to find tasks when the restaurant is quiet and consistently ensure a high standard of cleanliness.
- Develop time-keeping skills through always being punctual for work.

### **Red Cross Charity Shop, Whitchurch**

**January 2019 – March 2019**

**Volunteer**

- Worked as part of a team and helped staff sort through donations of clothes, toys and other items.
- Displayed the items and created attractive window displays to entice customers.
- Developed strong customer service skills by serving customers and helping them find items.
- Received training on the cash register and trusted by the manager to process payments.

### **Chirk Leisure Centre (Work Experience)**

**July 2019**

- Shadowed the lifeguards, duty managers and fitness instructors to gain an understanding of the different roles available in the leisure centre.
- Worked in a team when setting up fitness sessions.
- Used initiative to maintain high standard of cleanliness across different areas.

## **Achievements**

This is a very important section and will help you stand out when you are applying for jobs. Include sporting, musical, performance accomplishments, extra responsibilities at work, team events, fundraising you may have been involved in, projects you have worked on, art you've created, prizes you have won etc. If you have completed DofE, add details about your new skills learnt and the expedition you completed. Any volunteering can go in the Work Experience section. If you really can't think of anything to go in this section,



## **ACHIEVEMENTS**

- Competed in numerous school football tournaments and won 8 out of 10 games in 2018.
- Completed Duke of Edinburgh Bronze Award in 2019 which involved navigating a 20-mile route across the Shropshire Hills over two days, volunteering for Red Cross, achieving a brown belt in karate and learning how to cook.

## Last heading

Think about what you're interested in, what you enjoy doing in your spare time, what books you read or videos, TV programmes you watch. Think about subjects you enjoy and what you like about them. If you are interested in graphic design, IT, photography, web development etc. you need to include any specialist computer programs you have used e.g. Adobe Photoshop, Adobe Illustrator, Python, HTML.



## HOBBIES AND INTERESTS

I am a member of Whitchurch Football Club and sometimes help coach the U11s on a Saturday. This involves organising all the equipment, teaching basic skills and helping them to become a better team. I also love mountain biking and often go to dedicated mountain biking centres. Since learning to cook through the DofE, I have prepared several family meals.

## Things you don't need to include

- Age
- Date of birth
- Gender
- Religion
- Nationality
- Weird colours, designs and fonts - keep it simple and professional and use a sensible font such as Arial, Calibri or Tahoma.
- A non-professional email address - ilovefairies@gmail.com gives employers the wrong impression. It's quick and free to get a new professional email address like First-nameLastname@gmail.com if you need one.
- Lies - never lie on your CV. You can emphasise your good points, but never lie, you will get caught out.
- References - There is no need to add references. These details can be provided at interview. Someone who gives you a reference is someone who can vouch for you when you are applying for a job. You could ask a teacher to be a reference or if you have done any part-time work, work experience, volunteering or charity work you could ask the team leader or the person who supervised you to be your reference. You will need their name, position and contact details. You can then pass these on when requested.

## Finally

Double check spelling and grammar and ask at least two other people to proofread it before finalising the CV.

Check spacing and margins, view as one page to make sure the CV looks neat, tidy and professional.

Your first CV should fit on one page but two is acceptable. If you do go on to two pages, try and make the second page at least half a page, otherwise try and use spacing to keep it on one.

