

COMPLETING YOUR CURRICULUM VITAE (CV)

NOW is the time that you MUST have a CV created, not only for this mock interview but also for future job searches.

In order to help you, Mrs. Holmes will require a completed CV by the end of May which gives you plenty of time to work on it. This newsletter gives you loads of information to help you complete yours.

When you feel you have a draft copy, please give this to Mrs Holmes (before the end of May) so that she can ensure it is accurate and is good at 'selling' your skills and abilities.

Steps

Start by getting together all your certificates and other useful information such as your school report or work experience information. These will help you to identify your skills and strengths to put into your CV. You can use the template on the next page to set out the information

Your CV should be no longer than 2 sides of A4 but try and fit it all onto one page. It will have 7 or 8 main sections It should contain **factual** information about you; don't say anything that you can't show evidence of

Here are some guidelines which will help you know what to into **each section:** ...

Use action words to make your point rather than long winded sentences. Bullet points also help to make it more concise. There is a useful link to possible action words at the bottom of the page

1. Personal Details

This will contain your name, address, contact details – get yourself a sensible email address – **not** something like funkystellarocks2011@yahoo.com This gives out all the wrong messages. Get something sensible like ryanhorth@hotmail.com. Remember employers look at the facebook pages of prospective employees and if they don't like what they see they may not interview you. Never use facebook to make comments about your workplace or school. If you have a mobile phone number, think carefully about whom you share this with. You could use the home phone number instead. Let your carers/ parents know where you have applied so that they are prepared to answer phone calls on your behalf if you are out.

2. Personal Profile:

A profile of yourself: This is a nice quick way of highlighting your positive and best features. And sums you up e.g. I am an hardworking school leaver who would like a career in (the work area you are applying for) I am keen to work in ... (say something about the job or company).....You should include 5/6 of the following: "Eager to learn, adapts well to change, follows instructions, respectful of others, listen attentively, able to express your own ideas, good communicator, works independently, creative, responsible,

cheerful, positive, thoughtful, works well with a structured environment, works well in a flexible environment, polite.” But – do not write something you cannot qualify at interview

3. Skills:

This section is very important. You need to match the skills that you have to the job you are applying for; e.g. if it asks for IT skills you could give examples of the Microsoft Office programs that you can use and what you have done with them. See the examples below

Team Work	e.g. Playing sports, Team Projects, Group work for subjects, Drama Groups etc.
Communication Skills	e.g. Presentations, mixing well people of all ages , voluntary work/written communications such as letter writing
Reliability	e.g. Full attendance at school, positions of trust in school such as Prefect, good timekeeping, voluntary work , part time work, etc.
Responsibility	Do you baby-sit, have a part time job, have you helped out in school or organised an event, etc?
Organisational Skills	Balancing social life with school, organising a coursework timetable, organising events out of school etc.

4. Education:

Give your subjects and predicted grades accurately (an employer will check your actual certificates at interview). You need to make it clear that you are taking GCSE courses and that the grades are predicted grades. If you have a low predicted grade for a particular subject – much lower than the others then I would not mention it.

5. Employment/Work Experience:

List your work from most recent to earliest. Provide the contact details for previous employer so that a future employer can contact them. When giving details of the job, try to link it to the skills asked for in the job you are applying to; e.g. being part of a team. If you have done any voluntary work or work experience put this here with skills you have learnt.

6. Other Information:

Add details of anything else that you have done that could be useful for the job; e.g. passing a first aid course or getting an award for attendance Sports Leader, member of a sports team, captain of a sports team. Gained a swimming/sports/coaching qualification.

7. Hobbies /Interests:

These show that you are a well rounded person and can be as relevant as the jobs you have done as they show the sort of person you are. Give 3 examples of how you spend your free time. Do not say you enjoy going on Facebook or Twitter with your friends. This is boring and most employers will assume you do this anyway. Do you play an instrument, attend a club, help out with anything extra – enjoy reading, helping in the garden, with car, maintaining your own bike, building things – anything to appear more interesting.

8. References:

You will usually be asked to give 2 references. The first should be your school, probably your form tutor. If your form tutor does not know you well but another member of staff knows you better, then ask them. The other should be someone else but not close family, who can say positive things about your work or personal qualities. If you are a member of a club or Organisation you could put the leader as a second referee but you must ask them first.

CURRICULUM VITAE

Name:

Address:

Telephone No:

Mobile:

e-mail

PERSONAL PROFILE:

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SKILLS AND ACHIEVEMENTS:

Team Work Skills	
Communication Skills	
Reliability	
Responsibility	
Organisational Skills	

EDUCATION

Dates: 200 - Present	School:
Qualification Name GCSE	Subject /Predicted Grade
	English Language -
	English Literature -
	Science -
	Maths –
	+
	+

EMPLOYMENT/WORK EXPERIENCE:

Dates	Name of company and main duties
June 2005 (2 weeks)	

OTHER INFORMATION

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HOBBIES/INTERESTS:

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REFERENCES

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Buzz Words for your CV or Application Form

The words you use on your CV or application form should highlight the skills you have for the jobs you are applying for. By using positive language, which conveys a message that you are the best person for the job. For example 'reliable' gives the message that you will turn up on time every day or 'versatile' gives the message that you can take on any challenge they give you.

Below are some examples of words that you will find useful, with a brief explanation of what they mean and an example of how you might use them in a sentence.

Word	What it means	How you might use it
accurate	correct, exact	I am careful to check all of my work to ensure that the content of the finished piece is accurate.
achievement	something you have excelled at	One of my greatest achievements is to have been awarded the school prize for
active	lively, on the go, Getting involved	I have taken an active part in allocating the work in preparation for the school production.
adaptable	able to adjust to change	My current job has changed over time and I have had to be very adaptable to fit with the new challenges.
bilingual	able to speak two languages	I am bilingual, being fluent in both Polish and English.
calm	placid, not angry or upset	I am able remain calm even when dealing with a difficult or stressful situation at work.
capable	able to do things well	I am capable of taking on a number of work tasks and seeing them through to completion.
committed	dedicated, giving all your attention to	I am extremely committed to my current role and have worked hard to make the project successful.
competent	know how to do things	I am competent in a number of IT packages, for example: Adobe Professional and Microsoft Excel.
confident	feel sure of self	I am confident when communicating with people both on the telephone and face to face.
consistent	able to do thing the same every time	I have been able to produce work of a consistently high standard.
creative	able to use your imagination	I have been able to show flair and creativity in my work on the project by.....

determination	drive to keep going	I will show that I have the determination to succeed in this job by.....
efficient	making the best use of time/energy	To work well in a fast paced environment I must ensure that my time is spent in the most efficient way.
energetic	full of energy	My approach to a new challenge is both enthusiastic and energetic.
enthusiastic	really keen and up for it	I am enthusiastic about the opportunity for this job to develop my skills in
experienced	learned skills over time	Using the internet has been a regular part of my work and I have become very experienced in researching.
flexible	able to adapt	Our small team has a broad range of responsibilities so I have to be flexible in the work I undertake.
imaginative	able to come up with new ideas	I have been able to take an imaginative approach to my work coming up with new ideas for.....
innovative	able to put new ideas into practice	In my department we have developed innovative new ways to deal with customer request by.....
leadership	able to lead a team or project	I have used my leadership skills to drive forward a project by allocating tasks and supporting the group.
maturity	Having a grown up attitude	I volunteer in a day centre for the elderly where it is important to take a mature and sensitive approach.
methodical	doing things in an ordered way	I have to take a methodical approach to ensure that the work is of high quality and completed on time.
motivated	keen to do things	I am extremely motivated to succeed, giving 110% to any job I am asked to do.
organised	being prepared	I am extremely organised, ensuring that my work is prioritised and completed on time.
proactive	looking for new challenges	I take a proactive approach to my work and seek out opportunities to use my talents.
reliable	can be trusted	Each week I help the art tutor to set up for the weekly lesson, she can rely on me to do this on my own.
resourceful	able to find clever ways to do things	I have been able to use my IT skills in a resourceful way by researching 'fixes' for IT problems online.

responsible	to be in charge of someone/something	I have responsibility for taking minutes at meetings, typing them and circulating them to staff.
skilled	able to do something well	During my GCSE in Information technology I have become skilled in using Microsoft Office packages.
successful	able to achieve	One example of a successful project that I have worked on is.....
teamwork	sharing a task with others	I have worked closely with a team of colleagues to plan and deliver a group presentation on behalf of my school.
thorough	doing a task properly	I ensure that I follow the procedure carefully to make sure that I do a thorough job.
trustworthy	honest reliable	I am honest and trustworthy and can be relied upon to maintain confidential records
versatile	able to adapt to a number of roles	In supporting the work of a number of departments I have had to be versatile in my approach to tasks.
willing	keen to	I am willing to undertake any training that is required to increase my skills for this role.

Skills and how to present them

At an interview or when completing a CV or application form you may be asked to give examples of your skills they may ask you to give examples that show what skills you have. The following pages give you a list of such skills and examples of answers to questions that they may ask you about them.

Skill Type		
Communication or Numerical	Practical	Personal
Literacy	IT Skills	Using initiative
Listening well	Using the telephone	Being organised
Speaking clearly	Translating	Being resourceful
Speaking in groups	Writing legibly	Time keeping
Putting forward a case	Riding a bike	Being ambitious
Writing concisely	Sewing	Persevering
Presenting	Demonstrating	Reliability
Explaining ideas	Coaching or training	Responsibility
Negotiating	Painting or Plastering	Being positive
Persuading	Teaching	Having a sense of

People Skills	Metal work	Honesty
Advising	Cooking	Personal presentation
Organising	Inventing	Able to work under
Team work	Mentoring	Politeness
Supporting others	Counselling	Caring
Liaising	Photography	Consideration
Customer care	Creative writing	Co-operation
Budgeting and Paying Bills	Repairing	Challenging
Numeracy	Filing	Leading
Calculating	Electrical work	Motivating
Evaluating	Keyboard Skills	Understanding other
Understanding banking	Driving	Creative Skills
Analysing	Handling money	Developing ideas
Thinking Skills	Using Tools	Following Instructions
Investigating or researching	First Aid	Coming up with original
Marketing	Preparing and Cooking	Planning
Display	Acting, singing or	Innovation
Using e-mail	Playing an instrument	Being Logical Devising
Web Design	Drawing or designing	Being original
	Composing	
	Choreography or dance	
	Editing	
	Programming	
	Word processing	
	Using specialist software	
	Scanning	
	Inspecting	

Remember you will need to change your CV each time you apply for a different role.

Here are some links which you might find useful:

<http://www.direct.gov.uk/en/Employment/Jobseekers/Helpapplyingforajob>
Sample CVs <http://www.cvtips.com/resumes-and-cvs/cv-example.htm>