**CV writing**

**What to Include**

There is no set format. How you present your CV is up to you. However, you should include at least the following:

**Your details**

Your name

Your phone numbers

Your email addresses.

**A personal profile**

This is a short statement at the beginning of your CV to sell yourself, to show your skills, experience and personal qualities. You could include positive words such as requirements of each job that you apply for; so that you make it clear to the employer you are right for the job advertised.

**Your employment history**

Put your most recent job first and include dates, add a short description below each job/experience, think of tasks you carried out and skills you learnt along the way… for example, skills in dealing with customers or communication skills.

If you don’t have any employment experience… that is fine! You can add experience of any voluntary work/work experience placements, employers would be interested to know if you have even had a day’s experience somewhere.

**Education and training**

Include any qualifications and training from previous jobs (for example, training in health and safety or a certificate in food hygiene), put the most recent first. Include qualifications you got from school or college. It might be the right time to get the record of achievement out!

**Interests & hobbies**

The hobbies and interest section reveals a little more of your personality, it could help your CV stand out from the crowd and could always be a conversation at interview.

**Other information**

It is up to you whether to include this section, but it can be helpful if there are gaps in your CV but remember to always put a positive spin on any gaps. If the job you are applying for is different from what you have done in the past, explain why you are interested in the new type of work.

**References**

You do not need to add references to your CV, you can just add ‘references upon request’

Ideally, one should be your most recent employer who can comment on your qualities in relation to the job. You should ask the person to agree to this beforehand. If you have never had a job before make sure you state this, and you could always ask your teacher or youth worker for a reference.

Ask a friend or relative or youth worker to read through your CV to make sure it is accurate and that it shows your skills in a positive way.

**What to avoid**

* making false or exaggerated claims about qualifications or experience, you are likely to be asked to produce evidence of your qualifications
* **including your date of birth, unless age is specifically required**
* including primary school education
* including ‘socialising with friends’ as a hobby
* enclosing a photograph with your CV
* using colour on your CV unless applying for a creative job

Remember to keep it positive!

You’ve got this ☺

**Positive words to describe yourself**

***These are words that could be used in the beginning statement***

**1. Able-** I am ***able*** to handle multiple tasks on a daily basis.

**2. Creative-** I use a ***creative*** approach to problem solve.

**3. Dependable-** I am a ***dependable*** person who is great at time management.

**4. Energetic-** I am always ***energetic*** and eager to learn new skills.

**5. Experience-** I have ***experience*** working as part of a team and individually.

**6. Flexible-** I am ***flexible*** in my working hours, being able to work evenings and weekends.

**7. Hardworking-** I am ***hardworking*** and always the last to leave the office in the evening.

**8. Honest-** I am ***honest*** and trustworthy when I am counting money after our church bake-sales.

**9. Imaginative-** I work with the team to provide ***imaginative*** solutions for our customers.

**10. Innovative-** I am always coming up with ***innovative*** ideas.

**11. Motivated-** I am ***motivated*** to go to the gym before work to get fit and healthy.

**12. Organised-** I have ***organised*** the staff functions for the last four years with great success.

**13. Reliable-** Co-workers ***rely*** on me to be on time.

**14. Sense of humour-** Even though I take my work seriously, I do have a good ***sense of humour****.*

Now your turn to have a go ☺

**NAME**

**ADDRESS**

**Tel:**

**Email:**

**EXAMPLE**: I am a ………. and ……… young person looking for an employment opportunity within the ……. sector. I have experience in customer facing roles within the ……. sector and I am confident working with the public.

**Key Skills** (tailor skills to individual)

* Team player
* Uses own initiative
* Fit and healthy for physically demanding tasks
* Helpful and considerate

**Employment History**

Name of employee Address of employment Date

Under each you can put a few lines explaining the tasks the role involved, and list any skills learnt

Name of employee Address of employment Date

**Education & Qualifications**

**Hobbies & Interests**

References available upon request