

A Curriculum Vitae (CV) is a brief description of you. You use a CV when an employer asks for one, or when you are writing to an employer to ask if they have any vacancies (this is called a speculative enquiry). Employers will use your CV to get an idea of how suitable for a job you are likely to be, so it's important to spend some time getting it right. Writing a good CV isn't as easy as you might think, but Connexions advisers can help.

Here are a few guidelines to follow:

- A CV should be to the point and fit onto one or two sheets of white A4 paper.
- It should be typed using a clear font (such as Arial) and laid out clearly.
- Always get someone to check your final CV.
- If you name people who can give you a reference, make sure you have asked their permission first.
- Keep the original safe and update it as you gain new skills/experience.

Example 1

Example CVs

This fact sheet shows two example CVs. You will need to make your CV relevant to you and the job you are applying for (but always tell the truth).

Employers are looking for a range of skills

Don't worry if you feel you don't have many qualifications at the moment. You probably have many other qualities and skills that employers will find valuable.

Think about the skills that employers want, and then look for examples of how you can demonstrate those skills.

For example, think about the things that you have done at school, as a volunteer, in part-time work or as a member of a club.

You might have ICT skills, the ability to work as a member of a team, communication skills, leadership qualities, the ability to meet deadlines, etc.

Paul Jones
10 Cavendish Street
Treeford
Southshire XZ10 4CD

Telephone: 01234 567890

Email: paul.jones@emailprovider.com

Personal statement

A hard-working and enthusiastic sixth form leaver. Seeking employment, ideally with training, in a retail environment.

Key skills

ICT: working knowledge of most Microsoft Office programmes.

Communication: delivered presentations in school and helped coach junior swimming team.

Numeracy: experience of stock control and pricing goods.

Achievements

Designed the Christmas window display at Haddley's Department Store.

Coached a junior swimming team and taught young children how to swim.

Education

Treeford Sixth Form College, Treeford

Treeford High School, Treeford

Qualifications

A level (predicted grades)

Business B, Mathematics C, French C

GCSE

English CC, Mathematics A, Art C, French B, History D, Science BB, Design and Technology B

Employment history and work experience

Two weeks work experience at Shopco in Anytown. Gained knowledge of how large retailers design their stores and display their goods. Saturday employment at Haddley's Department Store. Main responsibilities include operating the tills, pricing goods and stock control.

Interests

A member of the Aquaton swimming club for seven years. Enjoys watching sport and socialising with friends.

References

Available upon request.

Example 2

Julie Barker
23 First Avenue
Treeford
Southshire XZ10 2BA

Telephone: 01234 098765

Email: julie.barker@emailprovider.com

Personal statement

A recent school leaver looking for full-time employment. Honest, hard-working and prepared to commit to training. Able to work independently or as part of a team.

Key skills

ICT: word processing, Internet and email.

Communication: speaks to leaders of different groups when working as a volunteer.

Numeracy: helped to check stock levels at local business.

Achievements

Supported a number of young people with additional needs to join different groups.

Helped to teach young people at a local youth club how to skateboard.

Education

Treeford High School, Treeford

Qualifications

GCSE

Design and Technology C, English C, Maths D, Art D

Employment history and work experience

Two weeks' work experience at the Carshop in Treeford. Experience of looking for car parts on the computer system and helping mechanics with basic services. Summer work at a local business receiving deliveries, checking stock and serving customers. Morning paper round for two years.

Interests

A volunteer with a local charity that supports young people who are disabled. Enjoys playing football and hockey.

References

Available upon request.

Posting your CV?

If you are posting a CV, it must always be accompanied by a covering letter.

You should also try to find an envelope that is big enough to take your CV and covering letter without having to fold them (and make sure you put enough postage on the envelope).

Sending your CV by email?

If you going to send your CV by email:

- Include a covering message with the CV.
- Be professional: don't use an email address that contains a nickname, slang, etc.
- Never send an email in UPPER CASE: it's the equivalent of shouting.
- Don't use smileys or text abbreviations (such as RU or GR8).

Online CV builder.

Want a quick way to produce a CV? Visit www.thesource.me.uk/jobs4u

Free vacancy service

Register with our free vacancy service to be sent details of suitable jobs by text or email. To register, simply visit your nearest Youth & Connexions centre or call **01473 260174/260184**. You can also apply for jobs 24/7 at www.thesource.me.uk/jobs4u

Don't forget that Connexions advisers can give you more help if you need it (e.g. writing covering letters and preparing for interviews). They can also give you information about Apprenticeships, training and returning to education. More information on training and courses in Suffolk can be found at www.future4me.org.uk

Youth & Connexions Service drop-in centres

43 St Andrews Street South, BURY ST EDMUNDS IP33 3PH

Infobar, 37 - 43 Fore Street, IPSWICH IP4 1JL

Opportunity House, 35 - 37 London Road North, LOWESTOFT NR32 1BH

The Cangle, HAVERHILL CB9 9PF (Open Mon - Wed, 10 - 12 midday and 1pm - 3pm)

Phone: 01284 768493

Phone: 01473 341800

Phone: 01502 508680

Phone: 01440 765050

More work-related factsheets and leaflets can be downloaded from www.thesource.me.uk/jobs4u