CV WRITING

The Student Guide…

What is a CV?

Curriculum Vitae

Course of Life

When to use a CV…

Two main reasons for using a CV

- ☐ Applying for advertised job vacancies, where the advert specifies "Send a CV..."

- ☐ Applying 'speculatively' to potential employers i.e. when no vacancy has been advertised.

Important things to think about…

Yourself

- Skills
- Knowledge/ Education
- Experience

The Job

- Requirements
- Position
- Company

What skills are in demand?

- Communication
- I.T. Awareness
- Time & Personal Management
- Team Work
- Supervising
- Flexibility

- Commercial Awareness
- Financial Awareness
- Organising/ Co-ordinating
- Initiative
- Problem Solving
- Promoting / Influencing

So what information goes on a CV?

1. Personal Details
2. Career Aims or personal profile
3. Educations and qualifications
4. Employment/work experience
5. Achievements
6. Interests and leisure activities
7. References

Your CV…

- What skills do **YOU** have?

- Write down as many skills as you can and how/why you gained them.

- Feel free to chat with your friends about what you came up with…..they may recognise that they have those skills too!!!

Hints and Tips…

1. Check your email address – ilovemcflysomuchiwanttomarrythem@hotmail.com

2. Check spelling and grammar! – 70% of CV's are rejected due to spelling mistakes!

3. Make sure you have the correct telephone number!

4. Don't lie.

5. Tailor your CV to suit the job you are applying for.

Further Help and Advice…

1. **Your CV should be well formatted (Fonts: Arial, Coalibri. Don't use more than 2 fonts Make your CV no longer than 1 page)**

2. Make your CV look mature (no funny pictures)

3.Customize your CV for each position

4.Don't lie in your CV (be able to explain gaps in your work experience)