

# How to prepare your CV

## First impressions

Your CV is likely to be the first contact that you have with an employer, so you need to make a good impression.

## The basics

- Write your CV on Microsoft Word and use a clear lettering font like Arial, Times New Roman or Calibri, size 11 or bigger. Always use the same font throughout.
- Aim to make your CV no longer than two sides of A4.
- Always adapt your CV for the type of job you are applying for. Use Job Profiles to help you do this as they show the requirements for a particular type of job and you can use them to help you demonstrate how you meet these requirements. Have a look at:
  - <https://nationalcareers.service.gov.uk/explore-careers>

## Content

Employers expect to see certain types of information in a set order, as follows:

1. Contact information
2. Personal profile, including your key skills
3. Employment history
4. Education history
5. References

## 1) Contact information

You need to include your:

- Full name
- Address
- Telephone number
- email address

For example:

**Alex Anyone**

47 Anywhere Street

Anytown

AN77 8ON

07123456789

[alexanyone@anyemail.com](mailto:alexanyone@anyemail.com)

## 2) Personal profile

Read the job description and person specification of the job you want to apply for before writing your personal profile. Your personal profile should show that you have the skills necessary for the job.

For example, for a role that requires cash handling, words to include in profile could include: numerate, accurate, dependable.

Alex is in retail. This is her personal profile:

A proactive, customer-focused Sales Assistant with successful sales experience and a positive, confident approach. Well-developed skills in forming relationships with customers as well as quickly reacting to their needs. Able to work well both in teams and on own initiative, with a proven record of contributing to sales successes. Resilient and confident, and works well under pressure.

## **Key skills**

List 6 to 8 key skills that you have developed through your employment, education and training.

Link them to the type of job that you are applying for.

Key Skills could include things like:

- Communication
- Customer service
- Problem-solving
- Time management
- IT skills
- Teamwork
- Cash handling

## **3) Employment**

List your employment history, beginning with your current or most recent job and working back.

Include any voluntary work or work experience that you have done.

Under each job, list no more than 4 things that you did as part of that job -use bullet points.

For example:

### **Retail Assistant - Shoes-to-go, Anytown - August 2018 to present**

- promote sale of stock - setting and monitoring targets
- key holder - ensure health and safety and security measures are in place
- handle customer enquiries- provide support as required
- conduct staff training

If you have had jobs with similar duties, do not repeat yourself. Put in "as above" and then add more information

For example:

**Retail Assistant - Suited and Booted, Anytown - January 2018 to August 2018.**

Duties as above. In addition:

- created window displays
- supervised 3 members of staff
- handled daily and weekly banking

#### **4) Education**

This should include Secondary, Further and Adult education, plus any vocational training.

Link this to the job description - if Maths and English GCSE grade C or equivalent is an essential requirement for the job, show clearly that you have these.

For example:

- Anytown Community School 2002-2007 5 GCSE's including Maths B, English C

#### **5) References**

If you are preparing a general CV you can say that references are available on request. Be prepared to provide references if asked by a prospective employer.

Most employers require 2 referees. Always contact anyone you wish to use as a referee beforehand. Your referees normally include your current or most recent employer. Tutors or teachers may act as referees.

**Finally....**

#### **Proof-reading**

Remember to spell-check your document in Microsoft Word. If possible, get somebody else to read through it for you.

## Example

Alex Anyone  
47 Anywhere Street  
Anytown  
AN77 8ON  
0712 3456789  
alexanyone@anyemail.com

### Personal Profile

A proactive, customer-focused Sales Assistant with successful sales experience and a positive, confident approach. Well-developed skills in forming relationships with customers as well as quickly reacting to their needs. Able to work well both in teams and on own initiative, with a proven record of contributing to sales successes. Resilient and confident, and works well under pressure.

### Key Skills

Good communicator  
Creative  
Full driving license

Computer literate  
Adaptable  
Numerator

### Employment

#### Retail Assistant - Shoes-to-go, Anytown - August 2018 to present

- promote sale of stock - setting and monitoring targets
- key holder - ensure health and safety and security measures are in place
- handle customer enquiries - provide support as required
- conduct staff training

**Retail Assistant - Suited and Booted, Anytown - January 2015 to August 2018.** Duties as above, in addition

- created window displays
- supervised 3 members of staff
- handled daily and weekly banking

#### Volunteer sales assistant - Anytown Community Shop - Sept 2011 - January 2013

- stock work - replenishing shelves
- operating the till
- helping customers

### Education

Anytown Adult Education Centre	2014-2016	Shoe Retailer Key Skills	NVQ3
Anytown Community School	2003 -2010	5 GCSE's including Maths B, English C	2 A levels Design Technology C, Performing Arts B

### References

Available on request