Application Skills 1

Writing Your Curriculum Vitae (CV)

Learning Outcomes: -

- By completing this task:
- You will understand the main elements of a CV
- Be able to write your own CV

To apply for a job in the future you will usually need a Curriculum Vitae (CV). A CV is a summary of your education, experience of work and your achievements. It should give a future employer a snapshot of you and make them want to find out more about you.

A CV should not be more than 2 pages long and must always be typed.

Your CV will change as you gain more qualifications and more experience of work.

Below are some ideas of what you should include in your CV

1. Personal details, e.g. name address, phone number, e-mail address
2. Name of your school and details of the qualifications you are studying, include predicted grades if you know them
3. Information about any experience of work you have had, e.g. a paper round, babysitting etc
4. Any other achievements e.g. member of a team, certificates or awards in the last 2 to 3 years
5. The names of two people who can write a reference for you – one is usually the headteacher. Make sure you ask the people you give as your referees before putting their details on your CV. If you can't ask them before you give your CV to an employer, you should write "References available on request".

There are 2 ways to write a CV: -

You could use the template on the next page and give the details of your school and qualifications at the beginning.

or

You could start with by writing a personal profile to tell the employer a bit about yourself in 2 short paragraphs – Have a look at the example in the folder.

Choose which version you prefer and try writing a CV for yourself and save a copy.

CURRICULUM VITAE

Name:

Address:

Telephone:

Email address:

School:

Courses being taken/qualification level:

Experience of work so far:

Achievements:

References: