

Writing a Curriculum Vitae (CV)

A CV is a document which has one of two purposes.

1. Many employers ask for a CV when you apply on 'spec'. This means you may be looking for part-time work and they have some vacancies either available now or at some point in the near future. This is often the case with shops and fast food outlets. If you go into a shop and ask if there are vacancies available they may well say 'leave us a copy of your CV'. This immediately gives the prospective employer a snapshot of who you are, where you go to school and your contact details. This is often enough to enable them to call you for a more formal interview.
2. When you apply for a specific training course or vacancy your CV enables to the employer to sort out a group of candidates they will ask for interview. In this case they will be more interested in the sort of person you are, what exams you have already taken and what your expected results are. It is often to useful to have written an accompanying letter which sets out in more detail why you want this particular job/ course and what skills and qualities you would bring.

Use the example CV's that are available to download, these can be adapted. It is important that you are honest about any details that are written on the CV as they can easily be checked and employers will dismiss you if you falsely represent yourself i.e. tell lies.

Here are some basic guidelines for a good CV:

- Eye catching
- Well laid out
- Factual and believable
- Original and interesting
- Matches the market
- Concise
- Sell your 'positives'
- Strong
- Easy to read
- Relevant
- Personal and individual