

CV Writing Tips

What is a curriculum vitae (CV) and why is it important?

- You'll need a CV to help you present yourself in the right way.
- It's a mini advert about you and will show employers about your:
 - Skills
 - Experience
 - Education
 - Career aspirations
- A CV is personal to you, as it is made up of your information, history and achievements.

Example CV

Name

Address & Contact Details

Personal Statement

A highly motivated and hardworking individual, who has recently completed their A-Levels, and received excellent grades in both Maths and Science. Seeking an apprenticeship in the engineering industry to build upon a keen scientific interest and start a career as a maintenance engineer. Mechanically minded, with a methodical approach to working and an eagerness to learn and develop personal skills in a practical setting. Eventual career goal is to become a fully qualified and experienced maintenance or electrical engineer, with the longer-term aspiration of moving into project management.

Key Skills

- Advanced problem solving and numeracy skills
- Accomplished communication skills, both written and verbal, developed through numerous essays and presentations given during my time at college
- Ability to take the initiative and work well under pressure, ensuring strict deadlines are met, as successfully demonstrated during work experience placement project
- Flexibility, whilst maintaining enthusiasm and commitment to each project
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint

Education

College/School Name

(2018 – 2020)

A-levels:

- Physics – A
- Maths – B
- Business Studies – B

School Name

(2013 – 2018)

10 GCSEs, grade 8-5, including Maths (7) and Double Science (8,8)

A brief statement at the start of your CV sets the tone and flags up the parts which will be of interest to the employer.

Choose your top skills and skills that the employer is looking for.

Start with your most recent qualifications.

Work experience

Part-time Sales Assistant, Shop Name, Location

(April 2018 – Present)

Responsibilities:

- Keeping the shop clean and tidy
- Putting out new stock
- Upselling products, hitting KPIs set for adding more value to sales

Pharmaceutical Company (unpaid work experience)

(Summer 2019)

Duties included:

- Shadowed a key member of laboratory staff, observing their day-to-day work
- Spent a morning working within customer service centre, listening to client complaints and understanding company best practice when responding
- Assisted in project on risk management and contingency planning in case of failure at distribution centre
- Learned about company project management lifecycle methodology
- Gained knowledge of key health and safety standards used within the industry

Hobbies and interests

Over the last two summers I have helped a family friend restore a classic sports car. This has triggered a passionate interest in mechanics and automotive restoration and, now that the project is finished, I have continued to build my knowledge by attending various classic car events.

During this time, I also decided to set up a blog around the project. Initially starting as a way to ask other collectors for advice whilst tracking progress, I began to enjoy writing about the subject and have now started writing occasional freelance articles for an online automotive magazine.

References

References are available on request.

Try to relate your skills and experience to the job description, person specification or what you think the employer is looking for. Also include any relevant temporary work and volunteering experience.

If you want to be an engineer think about including a section on your engineering experiences. This can include projects you've worked at home or school.

If you still need help, there are loads of online tools that will help build a CV for you, like adviza.cv-creator.com.