



How to... write a CV (curriculum vitae) if you are 13-19



Why write a CV?

- It helps you think about what you have achieved so far.
- Some employers may ask you to submit a CV when you apply for a job.
- If you are writing to an employer on the chance they have a vacancy, it's useful to send a CV with this letter.
- It's a useful prompt when asked questions at an interview.

A good CV always has a covering letter with it, to introduce you to the employer!

But what is it?

- CV is short for curriculum vitae which means 'the course of my life'.
- It's a one or two page brief summary of your skills, achievements, experiences, and education. It needs to be written in a way that will interest a future employer.
- It can help make an employer interested in giving you a job.

What to include

Name and address

- Full name, address with postcode, phone number, and an email address if you have one.

Personal profile

- Summarise your main strengths, useful experiences, and skills that would be valuable in the job you are applying for.

Education and qualifications

- Start with your most recent qualifications first.
- Don't include details of your primary school.
- Have all your certificates to show an employer if they ask.

Work and vocational experience

- List all the jobs you've had – full-time, part-time, paid, or unpaid. Start with the most recent first.

Additional information

- Hobbies/interests and any awards you have received in your spare time (e.g. Duke of Edinburgh Award, music exams, etc.).

References

- Give names and addresses of two people (teacher, family friend, or employer) that know you well, and would tell an employer about you. Try not to include family members.

CV style

A good CV should show why you are the right person for the job. Employers may only take 40 seconds to look at it – so first impressions are important.



Although there is no single correct way of writing a CV, you may want to consider the following:

- Produce your CV on white A4 paper.
- It is best if it is typed not handwritten.
- It should be no longer than two sides of A4 paper.
- Keep sentences and paragraphs short, using a few simple headings.
- Change your CV to suit the job you are applying for.
- Always check your spelling.
- Always save a copy so that you can update it.

There is no need to write 'curriculum vitae' or CV at the top of the page, as the employer will know what it is.

Ask your Connexions Personal Adviser (PA) for our Job Seekers Pack – it's got lots more info.



Example CV

Hannah Cameron

7 Sussex Gardens, Newlyn, Penzance, Cornwall TR12 4EE
 Tel: 0788 99777
 Email: Hannah@email.org.uk

I am a self-motivated, energetic person with a real interest in arts and crafts. I am seeking a job where I can use my interests and offer excellent customer service in a retail environment.

Education and qualifications

2007-2009 Lundy College
 3 A levels in English, Textiles, and History.
 2005-2007 Newlyn Secondary School
 6 GCSEs in English Language, Art, Maths, French, Design and Technology, Physics.

Work experience

2005-2007 Curtain Warehouse, Walkway
 I cut fabrics and advised customers on colour schemes.

Additional information

Once a week, I help run a Brownie pack which involves play, art and craft, and sporting activities with 7-11 year olds.

References

Mrs Cotton	Mrs Owl (Brownie Leader)
Curtain Warehouse	The Vicarage
Clodgy	Paul
Walkway	Newlyn
Cornwall	Penzance
TR99 5NN	Cornwall
	TR99 4EF

Include information about your gap year if you've done one.

CV quiz

1. How much time does the average employer take to look at a CV?

- a) 10 minutes
- b) 3 minutes
- c) 40 seconds

2. How many pages long should a CV be?

- a) 4 sides of A4
- b) 2 sides of A4
- c) It doesn't matter

3. Do you need a different CV for each job you apply for?

- a) Yes
- b) No
- c) It doesn't matter

4. Additional information means:

- a) The last place I went on holiday
- b) My best friend's name
- c) Relevant hobbies/interests

5. Curriculum vitae is Latin for:

- a) The course of the river
- b) The course of my life
- c) The course of true love

CV power words

Don't lie on your CV, but do highlight the areas in which you believe you excel! The following list of words might inspire you, or add extra flavour to your CV:

- | | | | |
|-----------|------------|--------------|-------------|
| Achieve | Competent | Enthusiastic | Honest |
| Accurate | Confident | Experience | Innovative |
| Adaptable | Creative | Flexible | Keen |
| Capable | Dependable | Hard-working | Logical |
| Committed | Efficient | Helpful | Motivated |
| Organised | Reliable | Thorough | Trustworthy |

Start collecting information about the following:

Your three best personal qualities:

.....

Your three best skills and how you can prove them:

.....

The experience you've gained that can be used in any kind of job:

.....

Additional sources of information

www.connexions-cd.org.uk
www.connexions-direct.com

To get in touch...

with your PA or to find your nearest Connexions centre go online to www.connexions-cd.org.uk or give us a call on **0800 9755111**. Calls from a landline are free and you'll be connected to your nearest centre. Calls from a mobile may be subject to a network charge – you'll be connected to our head office, but we can redirect you to your nearest centre.

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Answers: 1. c; 2. b; 3. a; 4. c; 5. b