

CV worksheet



Worksheet

Name, address and contact details

Personal profile

Employment history

Education history

Additional skills/qualifications

Hobbies and interests

References

How To Write a CV



Department
for Work &
Pensions

What is a CV?

Curriculum Vitae (CV) is a short summary of your skills, achievements, experiences and qualifications used in the first step of job applications.

CV's are often the first thing recruitment look at so it is important to make a positive first impression and promote yourself to potential employers.

CV Structure

There are multiple different types of CV layout depending on the career history you have, such as, skilled based, creative and technical.

The most common CV structure is a 'traditional/chronological CV'.

What to Include:

- **Personal Information:**
Name, address, contact details, email, Link to personal website / LinkedIn
- **Personal profile:**
A brief summary of who you are and what you want to do, set yourself out as the perfect candidate for the role.
- **Educational history:**
In date order latest to oldest, detailing qualification type, grade, subject & institution.
- **Career History:**
In date order latest to oldest, including role, employer name, dates of employment and a short summary of your daily tasks & skills demonstrated in the job.
- **Volunteering / hobbies section**
- **References:**
2 credible references who are able to be contacted, write details to be shared upon request.

The STAR Method

The STAR method can be used to structure examples you give to questions, in interviews & also to be specific in a CV, cover letter or application form.

Use examples from work, school, volunteering, home etc.

S – Situation (describe the scenario)

T – Task (describe what had to be done)

A – Action (describe what you did)

R- Result (what happened, what went well and what would you do differently)

TIPS

Use the job advert & personal specification to inform your CV.

Tailor each CV to the industry/role you are applying for.

Use 'buzz'/Key words found in the job advert in your CV.

Update your CV frequently and adapt it to each job application

CV Layout Details

- Fonts: Arial, Times New Roman & Calibri, Font size: 11-12
- Use headings for a clear structure
- Check for spelling & grammar mistakes
- Be concise
- Keep to 2 sides of A4.