

# CVs

Your curriculum vitae, commonly referred to as your CV, is a document that is designed to give potential employers an overview of your skills and experiences. It is often your first opportunity to impress an employer, so it is vital that you get it right. By following some simple tips, your CV can stand out from the crowd and hopefully land you an interview!

So what should your CV include?

Contact details – include your full name, address, phone number, and email address. You do not need to include your date of birth or a photograph.

Personal profile – this is a short statement that is designed to highlight your key strengths and should ‘paint the picture’ for the employer. Try to make this as concise as possible.

Skills – list a few of your key skills which would be useful in the role that you are applying for.

Education history – make sure you include the name(s) of the school/college and the years that you attended. These should be listed from most recent at the top, to oldest at the bottom. Provide any grades and qualifications that you achieved while studying there, such as GCSEs, BTECs or A-Levels.

Employment history – if you have any previous employment history or work experience then put it in here. Again, make sure the most recent one is at the top, and you name the company, job role, and the dates you worked there. You should also list your main responsibilities while in the role.

Interests – so, what do you enjoy doing in your spare time? This is your opportunity to give a glimpse of what you are like as a person to the employer.

# YOU SHOULD...



**Tailor your CV for the job role and sector that you are applying for. This will help to show the hiring manager that you are genuinely interested in the role and prove that you are a good fit.**

**Read the job description carefully and identify the key skills that the employer is looking for. Try to remember these when tailoring your CV!**



**Mention any gaps that you may have in your education/employment history. Gaps are potential red flags for employers, so don't give them the opportunity to dismiss your application. Address the gap and briefly explain why it is there.**

**Keep it short! It is easy to get carried away when typing, but you don't want the employer to lose interest in your CV. Make it as clear and concise as possible, and it should be no longer than two pages.**



**Check (and double check!) for any spelling errors before submitting your CV, and make sure you have followed the tips.!**

For further tips and advice, check out these links:

[Reed](#)

[Prospects](#)

[Target Careers](#)



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## **Personal Profile**

Having recently finished my final year exams, I am now hoping to find a business admin apprenticeship that will allow me to continue with my development. I consider myself to be an excellent team player who also works well as an individual. Recent achievements include 100% attendance throughout Year 11 and being a mentor to younger students while I was a prefect.

## **Skills & Personal Qualities**

- Good team player
- Punctual
- Responsible
- Confident communicator
- Strong IT skills

## **Education History**

**Stockport Community College, 2015 – 2020**

GCSEs:

- English – 6
- Maths – 6
- Science – 5
- History – 5
- Religious Studies – 4

## **Work Experience**

**Receptionist, July 2019**  
**Stockport Office Supplies Ltd**

While at school, I did a week-long work experience placement at Stockport Office Supplies. My key responsibilities included: greeting visitors, answering the phone, filing away paperwork and checking stationary stock levels.

## **Hobbies & Interests**

In my spare time, I enjoy playing football and play for my local team every Sunday morning. I also enjoy solving puzzles and playing video games.