

get that job: cv tips

What goes into a CV?

Most CVs contain information about some or all of the following:

- * Personal details
- * Personal profile
- * Qualifications
- * Work experience
- * Key achievements
- * Key Skills
- * Leisure interests
- * Referees

Organising your CV

The order in which you put these sections really depends on what makes the best impression with the raw material you have. If your work experience is better than your qualifications, put it first. But don't be tempted to oversell yourself - if you don't match up at interview, you'll not get the job. Try a couple of versions, make several drafts of your CV and ask friends, teachers and advisors to read it and give you feedback on how well it represents you.

Interactive CV: page 1 of 3

Sample CV

Personal Details:



There should be enough information on the first page to enable an employer to contact you easily.

Name: Andrew Doherty

Address: 44 White Castle Road
Belfast
BT0 9TP

Telephone: 02890 5479

Email: a.doherty@isp.co.uk

DOB: 23 March 1988

Personal Profile:



Creating a personal profile is a good way of giving an employer a snapshot of who you are and what you can offer. Keep it short and relevant to the job you're applying for.

A reliable, motivated school leaver with office and computer experience. Punctual, keen and willing to learn. Strong organisational and administration skills.

get that job: cv tips

Interactive CV: page 2 of 3

Sample CV

Key Skills

Computer-literate
 Internet skills
 Keyboard skills
 Communication
 Team-working
 Time management
 Can operate fax, photocopier and phone



It can be useful to outline your main skills relevant to the job - include skills such as a language or IT.

Qualifications



List your most recent qualifications first, with best grades first. Give the name of the school where you gained the qualification and the date achieved.

Dates		School/college and qualification
From	To	
2001	2003	<p>New Road Sixth Form College 17 Smith Street Belfast, BT0 8RN</p> <p>A-Levels IT C English C Science D</p>
1996	2001	<p>Belfast High School 29 Black Rock Road, Belfast BT0 8PH</p> <p>GCSEs English Language B IT B Science B Maths C French C History C English Literature C</p>

get that job: cv tips

Interactive CV: page 3 of 3**Work Experience****Spring 2003**

Vavoom Design (web design company)
Two week's work experience.

**Summer 2002**

McNally and Wilson (Architects)
Administration

Summer 2001

Wilson's Stores (Grocer)
Stacked shelves and priced goods

Put your most recent work experience first. Remember to include voluntary or unpaid work experience if it is relevant (fundraising for charity, coaching soccer team). Where you can, include

- job title and your role
- details of the employer
- key achievements
- dates of each job

If you don't have much or any work experience, highlight positions of responsibility held in your Key Achievements section.

Key Achievements

Voted in as Head Prefect at school

Was member of our award-winning
debate team

Came third in national school business
competition



Many people have a section on key achievements separate from their work experience. Put up front, it can be a strong sales message, particularly if your achievements are more impressive than your work experience.

Leisure Interests

What you do in your spare time can often help you develop key skills such as team-working or communication. If you play on your local football or netball team, this hobby shows you're good at team work. Leisure interests also give a prospective employer an idea of what kind of person you are.

I enjoy playing football, reading, socialising with friends and using my computer.

Referee

Mrs Jean Turley
Belfast High School
29 Black Rock Road
Belfast
BT0 8PH



You don't have to provide referees on a CV unless you're asked to. If you do, be sure to ask your referee first, give them a copy of the CV and keep them informed about your progress. It's normal to give one academic referee and one work referee, particularly if you're a school leaver.