



CV – ‘The course of one’s life’

Rules

- CV should be word processed
- No more than 2 pages
- Neat and tidy
- Font size 11 or 12
- KEEP UP-TO-DATE
- Must be checked for accuracy

Layout

- **Contact details** (include how an employer can contact you)
- **Personal Statement** (mixture of enthusiasm, personal qualities, skills and maybe what you are looking for)
- **Skills/ Qualities** (do not repeat any words you have included in your personal statement)
- **Education** (Make sure you include name of education establishment and location) Most recent visit.
- **Work History** (this includes work experience) (Make sure you include dates, and company name and location) (what were your duties - explain) Most recent visit.
- **Voluntary Work** (Only include this if you have done it). Most recent visit.
- **Other Qualifications and training courses** (Only include this if you have done it and its relevant to what you are applying for) Most recent visit. (Make sure you include title of course or training provider, who you did this with and location) e.g. First Aid
- **Interest and Hobbies** (sense of your personality)
- **Reference** (Try to get 2 Reference if possible – one from education, one from employment (if possible), Seek permission first, Name, title, Company/ organisation, contact details). Most recent visit.

Tips

Skills (something you’ve learnt) **could be;** use IT (what packages Word, Excel, Powerpoint etc), look after animals and people, speak another language (which one), use sign language, repair things, design and make things, communicate well, cooking, read maps, navigating, play an instrument, act and sing.

Personal Qualities (things that make you....You) **could be;** Honest, trust worthy, brave, confident, loyal, organised, creative, punctual, practical, helpful, considerate, reliable, caring, responsible, calm, sensitive, energetic, polite, lively, enthusiastic, determined, ambitious, hard working, outgoing friendly, and patient.

Use sentence starting with; I enjoy... I can... I took part in... I am good at... I am interested in... I raise money for... I organised... I helped... I have experience of... I was congratulated for... I like... I want to... I learnt... I was chosen to... I successfully... I improved... I set up... I am keen...

Include phrases like; taught me.. gave me an opportunity.. helped me.. develop skills in/of.. communicating.. negotiating.. advising.. managing.. answering questions.. dealing with



problems.. learnt how to.. deal with people.. deal with money.. used equipment by/such as.. follow instructions carefully.. work as part of a team.. work on my own.. use my own initiative.. take responsibility.. seek help.. made me..

Power words; Innovative, dynamic, dependable, imaginative, thorough, competent, committed, logical, dedicated, analytical, adaptable, flexible, accurate, confident, consistent, proficient, resourceful, motivated, and bilingual

Personal Statement Examples..... (sale yourself)

A motivated, adaptable and responsible individual seeking a sales assistant position in retail industry which will utilise the organisational and communication skills I have developed through my involvement with.....

I am an energetic and enthusiastic person who enjoys a challenge and achieving personal goals. My present career aim is to

A school leaver with strong communication and organisational skills gained in.....

I have a strong motivational drive to succeed in.....

I am looking to secure a position in the hospitality industry, where I can bring my enthusiasm, energy and experience learnt from previous employment.....

A mature, reliable and hardworking individual with good organisation skills that have been developed in and outside of school. I am Friendly and outgoing, with a passion for helping others, and always acting in a sensitive manner. I am very flexible, adaptable and keen to learn and I am looking for an opportunity in.....

A conscientious, hard-working individual who is passionate about

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. I am looking for an opportunity to enhance customer care skills in the

I am an articulate, confident person who relishes challenges and working under pressure. My greatest strengths are.....

I am a mature, positive and hardworking individual, who always strives to achieve the highest standard possible, at any given task. I posses.....

I am a loyal, talented and caring person who loves making a difference into the lives of young children. I am.....