

CV Pack



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CV Tips

- **FACT:** Employers only read the first half of the first page of your CV and a few lines of each section so make sure you grab their attention by then!
- **CVs should be no more than 2 single sides of A4 paper** – word processed.
- **Personal Profile/Statement:** this is a short summary of your skills, experiences, achievements and career aim/s.
- **Key Skills:** this is for listing the relevant skills you have for the job you want. **You can have more than one type of CV** to target different types of work, for example one for sales work and another for office administration, using different skills and experiences.
- **Qualifications:** list your qualifications starting with the most recent first.
- **Employment History & Duties:** start with the latest/most recent thing you have done and work backwards. Include work experience you did at school/college.

If you have limited work experience, think about the tasks and responsibilities involved in running your home or activities you may do in your spare time; hobbies, voluntary work, committees, playgroups etc. Use these when thinking about the transferable skills and experiences you can bring to a job.

- Mixing and matching some headings can be helpful for example **Employment and Training History** is useful when your most recent experience has been in training/upgrading your skills for the labour market as opposed to employment.
- **Training:** think about any training you have been on – Health and Safety, First Aid, Customer Care, operating a particular piece of machinery, etc.
- **Gaps:** are there any gaps or areas not fully explained? Try and fill them so there are no unexplained gaps. Perhaps include an **Additional Information** section where you can explain gaps in more detail. For example, an extended time in hospital due to an accident or time spent travelling. If you are an ex-offender you may wish to draw the employer's attention to a letter of recommendation from your probation officer.
- **Interests:** only include hobbies and interests if they **Add** to your CV. If they say something about you as a person that would make the employer feel that you would be suitable for the job or would fit in well. For example, being an active participant in sport shows you are a team player.
- **References:** can be put down as "available on request". Unless you know who to put down (having asked them first). Remember teachers won't be available during holiday times.
- Think about the contact number you have put down - has it an **answer phone message**? If it does remember to keep it short, clear and professional – no music or funny messages!
- If you include an email address on your details, ensure that it is a sensible and business-like email address (create a different one from the usual one you use if you have to). **A prospective employer is unlikely to reply to an applicant with a jokey or inappropriate email address.**
- **Always** send a covering letter with your CV.

Examples of personal profiles/ statements

- An experienced with a conscientious, flexible attitude to work. Able to follow instructions accurately, work to a high standard and take pride in a job well done.
- Conscientious, careful and reliable person who enjoys working in a team but can also work on own initiative, looking for an opportunity to build on present experience and work in a position.
- An enthusiastic self-starter who always strives to achieve a very high standard in whatever work is undertaken, looking for an opportunity to use my skills and experience in an role.
- Outgoing personality with good sense of humour. Able to make clients feel at ease while maintaining a business like approach to the job in hand. Proven achiever with ability to initiate ideas through to a successful conclusion.
- I am a reliable timekeeper, trustworthy and can work on my own or in a team. I am hard working and willing to learn new skills to enable me to progress in my career.
- A responsible and reliable person with an outgoing personality who enjoys working with people. Looking for an opportunity to work with children, using my creative talents and building on previous childcare experience.
- I am a confident, friendly person with excellent creative ability. Whilst I enjoy having fun, I have a professional approach to work. I am active, enthusiastic and loyal. I like challenges and look forward to new experiences.
- Confident and outgoing with a positive and friendly disposition. I am punctual, reliable, have excellent communication skills and work well under pressure either as part of a team or alone. I can adapt to any environment and am extremely well organised. I enjoy dealing directly with people of all levels and have gained invaluable experience throughout my previous employment.

Examples of Key skills:

Retail / sales / customer service

- Good customer service skills with experience of helping customers and identifying their needs
- Experienced with handling money accurately and using a till
- Maintained stocks on shelf, presenting and pricing goods. Experience in stock rotation
- Basic catering skills, including use of microwave and vegetable preparation
- Able to work quickly, carefully and methodically
- Honest, reliable and a good timekeeper
- Capable of following instructions accurately
- Work well in a team
- Friendly, confident, polite, helpful manner with the general public
- Patient and able to deal with difficult customers
- Effective and reliable when working as part of a team both in the stock room and working on my own, on the shop floor.

Office / Administration

- Computer literate - knowledge of Word, Excel, Access, Microsoft windows, and use of Internet. I am currently learning to touch type
- Good communication skills, both written and spoken
- Good with figures - money transactions
- Confident using the telephone
- Experience of reception duties - dealing with enquiries and booking appointments
- Good team worker with a cheerful and friendly personality
- Good organisational and time management skills
- Able to handle confidential information responsibly
- Meeting deadlines

Practical

- Interested in new things and willing to learn new skills
- Work well on my own and as well as a member of a team.
- Diligent approach to all tasks
- Building work: experience of ~ (*basic bricklaying, laying floors, general labouring, etc*)
- Able to use a variety of electrical and hand tools
- Removals: taking care of people's possessions safely and quickly without causing damage
- Good team worker, quick and hardworking, uses initiative and has a sense of humour
- Practical: gets a task done, finds easy solutions, adapts to different situations and picks up the task quickly
- Good attitude: motivated, keen, good timekeeper and attendance record
- Health and safety awareness
- Engineering skills i.e. soldering, welding, grinding

Care

- Able to empathise with people particularly the elderly
- A good listener and communicator
- Friendly and approachable manner
- Have knowledge of basic hygiene standards
- Physically fit to cope with lifting and carrying
- Have good observation skills to monitor clients well being
- Comfortable with responsibility and able to use initiative

Other

- Work as a co-operative and supportive team member.
- Good practical laboratory skills
- Accurate analysing and detailed recording of samples
- Methodical and logical approach to processing samples
- Able to work in a team
- Strong interest in chemistry and science
- Familiar with computer packages - Excel, Access, Word, e- mail and internet
- Punctual, reliable and flexible
- Committed to developing skills and knowledge to achieve high standards
- Familiar using aseptic techniques in a sterile environment
- Experienced in following precise procedures and instructions in an exacting environment

This example CV is for someone with few / no qualifications or work experience.

Sam Calcutt

123 Anyother Road
Bexleyheath, Kent
DA99 9LX

Telephone: 020 8123 4567

Email: samcalcutt@yahoo.co.uk

Personal statement:

I am a reliable timekeeper, trustworthy and can work on my own or in a team. I am also hard working and willing to learn new skills to enable me to progress in my chosen career. I am seeking employment in an administration environment.

Key skills:

- Literate and numerate
- Good customer service skills with experience of helping customers
- Good team worker – have a cheerful and friendly personality
- Honest, reliable and good timekeeper
- Computer knowledge (Word, Excel and e-mail)

Education and qualifications:

Dates:	The Best School, Any town
	GCSEs
	English Language D
	Mathematics D
	Information Technology C
	French D

Employment details: (or put in your work experience information)

Dates	Headway Boutique, Broadway, Bexleyheath
	Saturday Sales Assistant
	Responsibilities:
	<ul style="list-style-type: none">• Greeting customers• Running appointment booking system• Answering the telephone• Handling cash transactions• Stock control and replenishment

Interests:

I regularly take part in various sports. At school I was a member of the netball team as well as representing my school in running events. Socially, I enjoy the cinema and going to concerts. I work voluntarily for a charity and take part in fundraising events.

References :Available on request

Sam Calcutt

123 Anyother Road

Bexleyheath, Kent DA99 5LX

Telephone: 020 8123 4567

Mobile: 077 778 8888

Email: samcalcutt@yahoo.co.uk

Personal statement:

I am a reliable timekeeper, trustworthy and can work on my own or in a team. I am also hard working and willing to learn new skills to enable me to progress in my chosen career. I am seeking employment in an administration environment.

Key skills:

- Computer literate – knowledge of word, excel, access and use of internet and I can touch type.
- Good communication skills, both written and spoken
- Confident with using the telephone
- Well organised & Reliable
- Able to handle confidential information responsibly

Education and qualifications:

Dates **The Best College, Any town**
BTEC National Diploma in Business and Finance (Pass)

Dates **The Best School, Bexleyheath**
GCSEs
English Language B
Mathematics B
Science C/C
Information Technology B
French C

Employment details:

Dates **The Best office in Town, Bexleyheath**
Office Junior
Responsibilities:

- Reception duties; answering the telephone, dealing with enquires, booking appointments
- Sending out Information Packs
- Word processing documents
- Filing, photocopying and faxing

Interests:

I regularly take part in various sports. At school I was a member of the netball team, as well as representing my school in running events. Socially I enjoy the cinema and going to concerts. I work voluntarily for a charity and take part in fundraising events.

References : Available on request

This example CV is for someone who has lots of qualifications/college or work experience.

Sam Calcutt
123 Anyother Road, Bexleyheath, Kent DA99 5LX
Telephone: 020 8123 4567
Mobile: 077 778 8888
Email: samcalcutt@yahoo.co.uk

Career objective:

I am looking for a position in administration where I can use my knowledge of computers and expand on my existing experience and knowledge.

Skills, experience and personal qualities:

Computer skills

In school I achieved a B grade in IT. I spend a lot of time at home on the computer helping my dad with his paperwork, speaking with friends and using the internet. I have knowledge of word, excel, access and powerpoint. I can touch type.

Good communication skills, both written and spoken

In my current job as an office junior I am responsible for the reception, where I meet and greet clients, answer the telephone, deal with queries and book appointments. I am confident expressing myself clearly and confidently. I use my written communication skills to send out correspondence and promotional material to young people as well as other organisations

Well organised & reliable

In my current job I am continually meeting deadlines. I am responsible for sending out a weekly newsletter to 100 people which is always out on time. My attendance at work and when I was at school is 100%.

Education and qualifications:

Dates **The Best College**
 BTEC National Diploma in Business and Finance (Credit pass)

Dates **The Best School, Bexleyheath**
 GCSEs

English Language	B
Mathematics	B
Science	C/C
Information Technology	B
French	C

Employment Details:

Dates **The Best Office in Town, Bexleyheath**
 Office Junior
 Responsibilities:

- Reception duties; answering the telephone, dealing with enquires, booking appointments
- Sending out Information Packs
- Word processing documents, filing, photocopying and faxing

Interests:

Meeting new people, computing, going to the cinema with friends and going to the gym.

References available on request.

CV TEMPLATE

(You may find it helpful to write a few things down before you type your CV)

Name:

Address:

(Postcode)

Telephone:

Mobile:

Email Address:

Personal profile:

Key skills:

—
—
—
—
—

Education and Qualifications:

Employment history:

Work experience:

Interests:

Covering Letters:

- Hand written letters are best
- Explain why you are writing – what job you are apply for/looking for
- State where you saw the job advert

- Personalise your approach, mention something specific to the company and/or give examples of related experience
- Raise interest in your CV – mention an item of interest or particular relevance from your C.V.
- Highlight some achievements/skills directly related to the needs of the company
- Ideally address it to a person by name.

EXAMPLE of a covering letter

(Yours Address)

(Date)

Name of Person to whom you are writing

Position in Company

Company Name

Full address

Dear Mrs Hicks

I am writing in reply to your vacancy advertised at the Bexley Youth Advice centre for a Trainee Administrator.

I will be leaving school this summer and will be taking 6 GCSEs including Maths, English and Business Studies.

As you will see from my enclosed CV, I currently work on Saturdays at Tesco where I have a great deal customer contact.

I am reliable and hard-working. My career aim is to eventually train to become an estate agent and feel the position of Trainee Administrator will be an excellent grounding towards my eventual career goal.

I am available for interview at your convenience and I look forward to hearing from you.

Yours sincerely

(sign)

Print your name