



CV hints and tips for young people

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About this handbook

There are many different ways to lay out CV and this booklet gives you some examples of CVS that young people have found helpful.

General guidelines

CV stands for Curriculum Vitae, which literally means 'The course of one's life'

A CV (sometimes called a resume) is a concise document which outlines the relevant facts about yourself and your experience to a prospective employer. Unlike a application form a CV offer you the chance to present information about yourself in a way that you feel highlights your strengths, and particular experience, to good advantages.

Your CV needs to be:

- **Clear** – you want the information to be understood straight away
- **Concise** – you shouldn't give lots of irrelevant information
- **Well presented** – so tat the information given can be quickly found.

To achieve this you should:

- **Use clear headings** – to separate the various sections of the CV
- **Use bullet points** – rather than writing paragraphs or long sentences
- **Keep the CV short** – preferably no more than to sides of A4

Your Covering Letter:

You should always send a covering letter with a CV. This letter needs to be short and to the point, explaining why you are sending the CV. If it is in response to an advertised job, you could draw the employer's attention to the skills and experience you have that are particularly relevant to the post.

Remember:

- Your CV is a chance to advertise yourself
- Make sure you include your skills and experience
- Use your CV to make the most of yourself
- Take advice from your personal advisor if you need help

An example of information to include a CV those with little experience

Personal skills

Enjoy playing football for my local team, my skills are:

- **Time keeping** – (You always turn up to practice and games on time)
- **Reliable** – (Your manager can always count on you to turn up to games and practices and if you can't, you always let your manager know)
- **Ability to follow instructions** – (When your manager asks you to carry out a task on the pitch, you always try to do your best to carry out the instructions)
- **Enjoy work as part of a team** - (You always work hard for your team and enjoy being part of a team)
- **Use my own initiative** – (You are not afraid to use your individual skills to help your team)

Interest and hobbies

Reading, listening to music and socialising, football

An Example of information to include in a CV for those with little personal experience

Personal skills

I look after my child and run a home and my skills are:

- **Cooking** – (You are able to prepare and cook a balanced meal for you and your child, following cooking instructions, be creative)
- **Budgeting** – (You have run and manage a home, pay the bills, food, prioritise – these are responsibility skills)
- **Child development** – (You look after your child's well being, educate your child, liaise with your doctor)
- **IT Skills** – (you are able to use the computer)
- **DIY Skills** – (Gardening skills, painting, and decorating, electrical skills),
- **Communication Skills** – (Use the phone to talk to maybe the council, trade people etc....)

It can be difficult to know where to start when it comes to writing a CV, particularly when you lack experience. A CV is your opportunity to sell yourself to employers, so try to think about other experience and skills that you have that could be useful. Team working, punctuality and communication skills are all going to be useful in any work you do. Also, don't forget work experience through school; think of the work skills you gained from along with any other experience you may have, e.g. babysitting. You might have also volunteered, which will look excellent on your CV, as this demonstrates that you have impressive personal skills to offer, including high dedication and self - motivation.

Do

Put the strongest statement at the top and work down the page	Add a personal statement using just one or two sentences to summaries your strengths	Keep sentences and paragraphs short (paragraphs should be no more than 10 lines)
Use indented or bulleted points for clarity	Detail fully your achievements wherever possible	Have someone check your grammar, spelling and punctuation

....Don't

Do not use – I do this and I do that Make it general throughout	Do not include hobbies or social interests unless they clearly contribute to your work ability for your current job target	Don't include pictures, salary information, gender, weight, or height or other personal information
Don't try to be humorous, write in verse or use coloured paper	Don't complain about a previous employer or be negative	Your CV should be no longer than two side of A4 paper

Writing a Chronological CV

The chronological CV emphasises work experience and personal history. This CV Communicated that you are experienced and established in one career area.

Start with your most recent position and work back in time, devoting the most space to recent employment. Detail only the last four or five position.

- Do not repeat details common to several positions. Stress major achievements and responsibilities that demonstrate your ability to do the job.
- Keep your job target in mind and as you describe prior positions and accomplishments emphasise those that are most closely related to your next move up.
- If you have completed a relevant course or received a degree within the past five years this should go at the top of your CV, otherwise education should normally be listed at the bottom.

Keep the length of your CV to one or two pages.

Chronological CV Example:

John French
45 Somerville Road
Palmerston
Somerset PA1 4YT
01674 2233676

A motivated and enthusiastic person who is passionate about cars. Good times keeper and very reliable. Now looking forward to continuing his career in the automotive industry after relocating.

Work Experience

- Dec 2004 – present **Walker Brother Motors, Shirling, Southamplace**
Junior Sales Advisor

Assisting Senior Sale Staff. Pricing Car. Checking detail on company website.
Talking to customers and discussing different models.
Talking telephone calls and booking appointments.
- Sep 2003– Nov 2004 **Cars R Us, Eastwell Southamplace**
Sales Assistant
Valeting car. Ensuring the show room is tidy.
Displaying promotional poster
- June 2003–Aug **McDonalds, West Way Southamplace**
Crew Member
Cleaning tables, serving food, preparing food
Attained two stars

Education

- 2002 – 2003 Hauntons college, Southamplace
C&G Motor Vehicle – Pass
- 1997– 2002 Barton Science School, southamplace
GCSEs
English F
Maths C
Science D
IT C

Hobbies

Restoring old car. Finding missing parts on the internet. Attending car fairs and markets, assisting at veteran car parades

Writing a Targeted CV

The targeted CV focuses on a specific job, listing appropriate capabilities and supporting accomplishments. Each job target requires a different CV.

- You must be clear and specific about your job target, the particular title or occupational field you want to pursue.
- Capabilities and accomplishments must be stated briefly, each in one or two lines and be directly related to your job target.
- Your list of capabilities should be answer the question: ‘What can you do?’
Your list accomplishments should answer the question: ‘What have you done?’
- Experience and education are included, but not stressed;
they support the image conveyed by the CV.
- They CV should fit onto no more than two pages with plenty of white space.

Tina Anderson
5 Gerrald Road, Aston Birmingham, B6 5XX
Telephone: 0121 000 0000

Profile

An experienced and efficient clerical assistant with experience in Accounts, ordering and invoicing, general office work. Proven ability to Handle a variety of tasks efficiently. Punctual with good time Management skills.

Key skills

Typing speed - 35 WPM
Operation of
Word for window 97
Fax machine
Franking machine
Route Administrative work
Answering the telephone
Dealing with incoming and out going mail

Work History

1993	Clerk/ TYPIST
To present	PosFac Adhesive, Ladywood, Birmingham Providing administrative support for the sales administration team Typing letters, memorandum and other correspondence Operation of the telephone and switchboard Filing and organisation of orders and delivery records Processing invoices, cheques, credit and debit notes Data input onto computer
1990 – 1993	CLERCIAL ASSISTANT Pilkington Products Ltd. Pottington Drive, Birmingham Provide clerical support to Senior Administrator Maintained and updated records Input and retrieved data from computer Processed flexi–time sheets

Education

1990– 1992	Handsworth College, Birmingham RSA Level 1 & 2 CLAIT IBT Level 2
1985– 1990	Marsh Hill School, Birmingham 3 GCSEs– English, Biology and History

Writing a Functional CV

The functional CV highlights major areas of accomplishments and strength and allows you to organise them in the order that best supports your objectives and job targets.

- Use four or five separate paragraphs or sections, each one headlining a particular area of expertise or involvements. List functions (E.g. Design; research; supervision etc.) In order of importance, with the area most closely related to your job target at the top and described in slightly more detail.
- Within each functional area stress your accomplishments, results or abilities most directly related to your job target. You and also include any relevant accomplishment without necessarily identifying the employment or non–employment situation in which it took place.
- If you have completed a relevant course or received a degree within in the past five years this should go at the top of the CV, otherwise, education should be listed at the bottom.
- List a brief example of your actual work experience at the bottom, giving dates, employers, and title. If you have had no work experience, or los of interruptions in your work record, leave out the employment synopsis entirely(but prepared to talk about it at the interview so that you can show that you do have skills to offer).

Keep the length of your CV to a maximum of two pages.

Marilyn M Grant
79 Cliff Court
Swanway Hills
Hampshire SW9 8JN
TEL: (01987) 6774532

Hard working and reliable. Cheerful and works well with others.
Genuine interest in catering and willing to train and gain further qualification.
Basic food preparation skills from GNVQ course.

Catering Experience

- Prepared vegetarian food, served customers and cleaned kitchen café
- Took money and visited the bank once a week to pay in takings
- Waitressed and cleared tables

Voluntary experience

- Member of school functions catering team
- Helped Home Economics teacher prepare and serve food and drink for parents' evenings and governors' meetings for two years
- Assisted Teachers to stock the tuck shop for one year and served in the shop at lunchtimes

WORK EXPERIENCES

July 1999 – 2000 Nice n Tasty Café, High Street, Swandale
Waitress / Catering Assistant

SCHOOL

1995 – 2000 Swandale secondary School

June 2000	GNVQ Intermediate Part One – (Hospitality and Catering)	Merit
	GCSE Maths	D
	GCSE French	E
	GCSE Science	D
	GCSE Religious studies	C

INTERESTS

Member of the community netball team, enjoy listening to music with friends and attending yoga classes.

OTHER

St John Ambulance First Aid Certificate

Some useful words

Achieved	Generated	Questioned
Adapted	Guided	Recorded
Advised	Handled	Reported
Assembled	Headed	Responded
Audited	Identified	Researched
Budgeted	Illustrated	Upgraded
Built	Initiated	Utilised
Calculated	Inspired	Scheduled
Classified	Instituted	Sensed
Communicated	Interpreted	Set up
Complied	Investigated	Shared
Consolidated	Led	Sorted
Counselled	Learned	Summarised
Created	Listened	Supervised
Delivered	Maintained	Took part
Designed	Managed	Take instructions
Detailed	Monitored	Tended
Developed	Negotiated	Tested and proved
Devised	Organised	Trained
Determined	Perceived	Treated
Directed	Performed	Understood
Enforced	Persuaded	Undertook
Established	Planned	Unified
Evaluated	Prepared	Upgraded
Expressed	Presented	Utilised
Extracted	Problem solved	Weighed
Formulated	Produced	Worked
Founded	Provided	Wrote

Writing an Cover letter

<p>Mr A Smith Company Name Company Address Postcode</p> <p>Date</p> <p>Dear Mr smith</p> <p>RE: Office Administrator Vacancy I saw the above job in the Echo on Monday 24th July. I enclose my CV and would be grateful if you could consider me for this Position.</p> <p>I welcome the opportunity to discuss this With you further.</p> <p>Your Sincerely</p> <p>Susan Jameson Enc</p>	<p>Susan Jameson Address Postcode Tel no</p>	<p>The Manager Company Name Company Address Postcode</p> <p>Date</p> <p>Dear Sir/ Madam</p> <p>Re: Office Administrator Vacancy</p> <p>With reference to the above job that was Advertised in the Echo on Monday 24th July I would like to apply and enclose my CV.</p> <p>I look forward to hearing from you.</p> <p>Yours Faithfully</p> <p>Susan Jameson Enc</p>	<p>Susan Jameson Address Postcode Tel no</p>
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You should always send a covering letter with a CV. This letter needs to be short and to the point, explaining why you are sending the Cv.

Be Careful not to just repeat exactly what is in your CV. If you have sent the letter, you could say when you will follow up the enquiry with a telephone call.

Useful websites

Advise on CV Preparation and Job Search

- www.bradleycvs.demon.co.uk
- www.europa-pages.com/jobs/bad-cv.html
- www.alec.co.uk/cvtips
- www.jobsite.co.uk
- www.monster.co.uk

Post your CV on the internet so that employers can find you

- www.yourcvmatch.co.uk
- www.school-leaver.quickonthenet.com
- www.jobfor.com/Graduate_students_school_Leaver
- www.europeanresources.co.uk/jobseeker/writingcvs.html

Contact your local connexions service for extra help

- www.connexion-direct.com

For further information and resources please contact us or go to our website www.leavingcare.org

The National Care Advisory Service (NCAS) is the national advice, support and development service focussing on young people's transition from care.

NCAS draws on its significant national experience of engaging care leavers, and supporting those working with them to improve services and outcomes. We work at local, regional, national and European levels to develop solutions based on good corporate parenting that include and empower young people and influence professionals and policy makers to continually improve quality and outcomes.

National Care Advisory Service (NCAS)

Catch22 Office

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NCAS is supported by Catch22, registered charity no. 1124127

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