

Student guide to CV writing

- 1. Information gathering.** Employers want to be able to quickly see details of your qualifications, and any relevant work experience, paid work or volunteering. When tailoring your CV for a particular opportunity you need to match your interests and work experience to what that employer is looking for. If you have a job description make sure your CV matches the skills they ask for. Make informal notes and think about how you can sell yourself before you start to actually draft your CV. A CV is your personal marketing document so be confident about your achievements, but keep it real and always be honest.
- 2. First impressions count.** Work with a template, select a contemporary font such as Calibri, and start with size 11. Use headings and bold to emphasize but avoid using colours and make sure the font is easy to read (no italics). You want your CV to stand out and convey your strengths, but succinctly, so keep it simple. Avoid making spelling and grammar mistakes by ensuring that you print off a copy and proof read it before submitting.
- 3. Personal details.** Make sure you have a sensible e-mail address and check it regularly. If you have a personalised answer phone message, this should sound professional too. Your date of birth is helpful on your CV whilst you are at College, but you can remove it once you leave.
- 4. Personal profile.** This section is really important. Sell yourself here, make it clear why you are applying for the opportunity and what you can offer, and highlight anything which makes you stand out. It should only be three to four lines. You should change this for each different job application so that it relates to the role you are applying for.
- 5. Education.** As a young person this is the most relevant section to an Employer, you need to start with what you are studying at Reigate College and then list your qualifications

from Secondary school. Over time, your employment history will be more relevant and your Education will move lower down on your CV.

6. **Employment / Work Experience / Volunteering.** Make the most of what you have.

Employers don't expect you to have a CV bursting with experience but make sure you highlight what you have and link it to a skill or application criteria. Spell out what you have achieved and what you can offer. Avoid long paragraphs and aim for shorter bullet points. Think about employability skills such as team work, communication and problem solving skills, resilience and how you can demonstrate that you have these skills. When talking about part time or voluntary work you should avoid just listing duties and instead link your experience to employability skills.

For example

- Work on the shop floor and till

Could be re-worded to something along these lines:

- Providing a high standard of customer service, which shows I have excellent communication skills and that I enjoy interacting with members of the public
- Trusted to work independently on the tills, managing cash on a daily basis and training new colleagues.

For **work experience** you may have little involvement but you can still describe what you did and what you learnt.

- Spent a day at Thales meeting current apprentices, learning about their roles and the application process.

7. **Final thoughts.** Prepare a general CV and always adjust it to suit the role you are applying for. Look at it regularly and update with new experience gained. Always proof read your work and if possible get a trusted friend or family member to review. Print out a final version, it will be easier to spot mistakes. The final version should be one side of A4 or a maximum of two if you have a lot of experience. Please review our suggested template below and adapt accordingly.

You are welcome to e-mail Careers to review your CV and receive some brief feedback.

Insert Your Name Here

Your Address Road, Town, County RH2 0SD

Home: 01737 000000

Mobile: 07943 000000

Email: FS001@Reigate.ac.uk

Date of Birth: 01.01.2002

Personal Profile

I am hardworking and motivated student looking for a short period of work shadowing or work experience. As a keen footballer I am a good team player and rely on good communication to improve the team performance. I'm keen to study Business Studies at University and would welcome an opportunity to find out more about your business. Finance and Marketing are two areas I am keen to explore.

Education

September 2019 –to date

Reigate College, Surrey

A Levels studied: English & Geography

BTEC Subsidiary Diploma being taken: Business

September 2014 – July 2019

Put your School Name Here

English Language: 6	Art: 7
English Literature: 6	Business Studies: 6
Core Science: 5	French: 5
Additional Science: 5	Geography: 7
Mathematics: 6	Religious Studies: 7

Employment

August 2019 – Present Sales Assistant, Marks & Spencer

- Providing a high standard of customer service, this has improved my communication skills and I enjoy interacting with members of the public
- Trusted to work independently on the tills, managing cash on a daily basis and training new colleagues
- Managing to balance a part-time time job with my studies has taught me how to plan and prioritise.
- I solve problems on a daily basis and understand the importance of team working particularly during busy periods

Work Experience

Only complete this section if you have relevant unpaid work experience that is appropriate for your application. Follow the same format/layout as the 'Employment' section. **Delete if not appropriate.**

Voluntary Work

September 2017 – December 2018

Young Leader (Beaver Scouts)

- I was involved initially as part of my Duke of Edinburgh award but continued beyond the required period of time
- Attended meetings on a regular basis, contributed ideas to the group and helped lead activities
- Working with young children helped me learn to adapt and improvise when things don't go to plan
- Some members have additional learning needs and I have benefited from spending time helping them participate and learning how to be more inclusive

Key Skills / Achievements

You can add any additional skills to this section such as First Aid training or any other skills you haven't already mentioned that would support your application. Do not duplicate information. You could also use this section to highlight any achievements (eg Duke of Edinburgh Bronze) or positions of responsibility at School.

Hobbies & Interests

Please only include current hobbies/interests. Employers are not interested in how you pass your time, e.g. reading, dog walking, socialising and shopping.

If you are looking for new interests have a look at the activities programme, which the College offers. Being a member of a sports team or undertaking a regular activity (eg Young Reporter or Law Society) shows an employer that you are developing skills outside of your academic studies. Through your interests it is possible to show you can work in a team, develop resilience and improve your communication skills.

References

References are available on request