

How to a Write a CV Guide 2021-22



OAKLANDS COLLEGE

What is a CV?

A CV is an essential part of any job search, not to mention a great way to put all of your skills, experience, and qualifications in one place. In fact, a well written CV could be the difference between getting an interview and not being considered for the role. A CV (also known as a Curriculum Vitae, or résumé), is a written overview of your skills, education, and work experience.

What is in a CV?

Key information that should be included in a CV:

- **Your personal details** - Name, address, telephone number and email address.
- **Personal Statement** - a brief personal summary of who you are and what you're looking for.
- **Relevant key skills** - soft and hard skills.
- **Work experience** - listed in reverse chronological order, with the most recent coming first.
- **Education and qualifications** - listed in reverse chronological order.
- **Hobbies and interests**

How long should a CV be?

91% of recruiters say a Word document of two to three pages is the perfect CV length, aim to keep it short and sweet. Only include what's going to make you a good fit for the role you're applying for, and don't overdo it with unnecessary detail.

Words to use in a CV?

Appropriate keywords for your CV could include:

- Accurate
- Adaptable
- Confident
- Friendly
- Team Player
- Innovative
- Pro-active
- Detail Orientated
- Reliable
- Responsible
- Keen
- Flexible

CV Do's & Dont's

Do - Keep it short but sweet

Do - Choose a professional font

Do - Use bullet points

Do - Focus on your strengths

Do - Be clear and logical with your information

Do - Grammar and spell check

Do - Add a covering letter

Don't - Waffle and add information that is not relevant

Don't - Have an unprofessional email address

Don't - Add your date of birth

Don't - Add a photo of yourself

Don't - Use slang language or text language

Don't - Forget to spell check

Don't - Copy or lie on your CV

What does a CV look like?

Below is an example of what a CV could look like.

MISS JENNY BOOTH

25 Lane Road, St Albans, Hertfordshire, AL1 0JA

07750123123

jennybooth@email.co.uk

Full driving license and car owner

PERSONAL PROFILE

An enthusiastic and confident person with a positive attitude who strives to achieve tasks and goals. My strong organisational skills and ability to prioritise as well as being flexible to change, means that objectives are completed on time and to a high standard.

EDUCATION

2020 - Present	Oaklands College Level 2 Diploma in Sport	
1999 - 2002	Hogwarts School	
GCSE:	Maths B	C.D.T C
	English C	Art A*
	Biology C	Drama B

CAREER

March 19-Present **Get Fit Gym**
Sports Leisure Centre

Working part time as a Gym Assistant, my duties are to work as part of a team and ensure the smooth running of the gym. Duties include:

- Assist in signing in customers, answering enquiries and deal with any situations quickly.
- Doing changing room and equipment checks to ensure that they are clean and working.
- Putting through sales in the tile.
- Attending fitness classes, so I can explain and describe these classes to customers.
- Doing stoke takes.
- Attend regular team meetings and training, I have a first aid certificate.

INTERESTS

I'm am a passionate outdoors person who enjoys multiple sports, mainly cycling, rock climbing, hiking and stand up paddle boarding, as well as camping. I really enjoy reading autobiographies, especially those on sports men and women.

Reference on request

Covering Letter

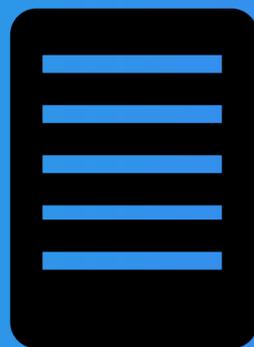
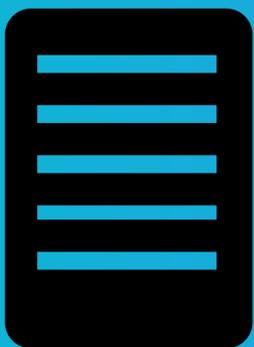
A cover letter is a document you send with your CV (traditionally as the front cover).

It different from a CV in that instead of being a written overview of your skills and experience, it's specifically written with the job you're applying for in mind – allowing you to highlight certain areas you think would make you right for the role.

What is in a Covering Letter

Here a few essential things you should aim to cover in your cover letter:

- Your personal details (e.g. name, address, phone number)
- The hiring manager's name (if you have it)
- Where you found the vacancy
- Why you're suitable for the job
- What you can do for the company
- Closing statements (including thanking the recruiter for their time)



Resources & Useful Links

There are a number of resources to help you create a CV



www.barclayslifeskills.com



www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv



www.reed.co.uk/career-advice/how-to-write-a-cv/

**National
Careers
Service**®

www.nationalcareers.service.gov.uk/get-a-job/cv-sections

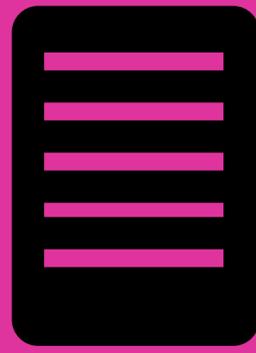
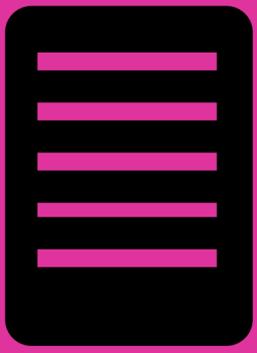
Notes



Get extra support:

Careers Team

careers@oaklands.ac.uk



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