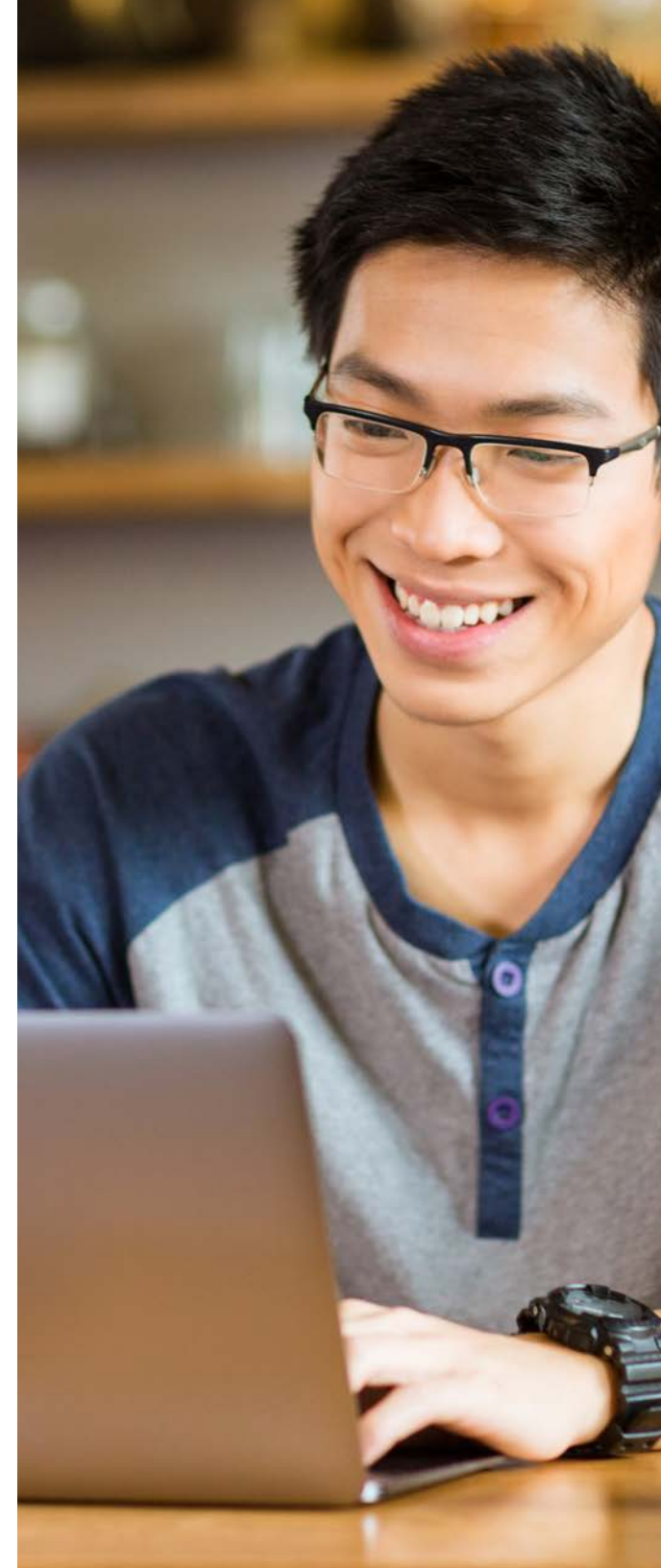


CAREER SKILLS

CV Writing





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getting STARTED

Before you start writing, you'll need to gather the following information to include in your CV. Use a notepad to jot down everything you'd like to include, so you have a handy checklist to tick off as you go. Start with a blank Word document, or use a CV writing tool - there are some examples of these on the final page of this document.



Remember,
this is *your* CV so it needs
to be a reflection of *you*.



Contact details

This includes your full name, address, mobile number and email address. If relevant, also include your LinkedIn profile or blog site where employers can find out more about you.



Your personal statement

Have a look at the section titled "*Your personal statement*" to learn more about what your personal statement is and what it should include.



Education and training profile

Start with your most recent qualifications and work back to the ones you received at school.





Employment history / work experience

*Note: place this before the
education section if you have
been working for a while.*

Start with your most recent job, detailing your relevant work experience in bullet points. This should include job title, organisation, time working there and very brief bullet points of your responsibilities.



Charity work

List anything that you've volunteered for or gotten involved in.



Other languages

If you speak more than one language, this element can distinguish your CV from the rest, especially if you are applying for a job at an international company.



Interests / hobbies

Include your interests if they are relevant to the soft skills needed for the job you're applying for.



Key achievements

Include your academic/professional achievements to distinguish yourself from other candidates, and show any relevant achievements that you could apply to the new role e.g. communication or computer skills.



References

Note that references will be available upon request. You could detail your referees' contact details, but with data protection being so important, it's best not to.

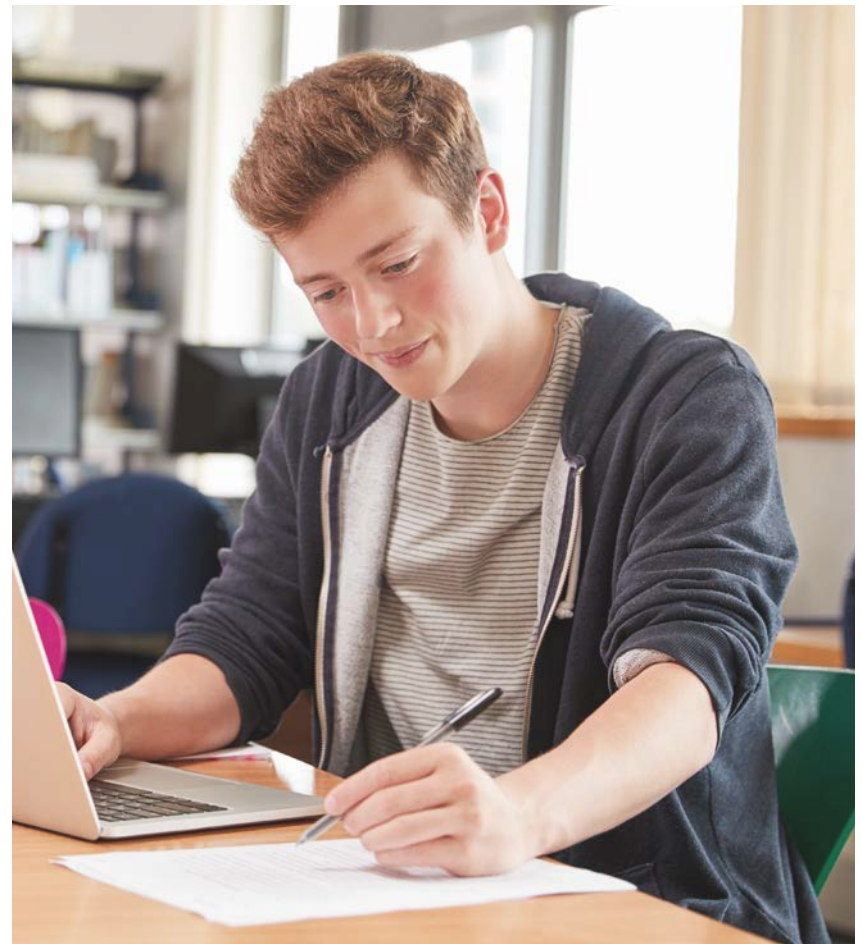
your personal **STATEMENT**

Your personal statement is one of the most important parts of your CV. It gives you a chance to sell yourself to the employer in a small and easy-to-read paragraph, summing up the specific skills and experience that make you perfect for the position. It helps you to stand out from the competition and gives the employer an understanding as to why you're applying for this particular role.

There are a few essential things to think about when you are constructing your personal statement:

- **Who are you?**
- **What can you offer?**
- **What are your career goals?**
- **What makes you stand out from the rest of the applicants?**

If you're struggling for inspiration, use the job description to help you identify the specific skills the employer is looking for.



standing out from **THE CROWD**

It's important to stand out from the crowd when it comes to your CV, or it could just end up in the bin. That doesn't mean using wacky fonts or bright colours, just making sure it's well-presented and has strong content. Here are a few handy hints for doing just that.

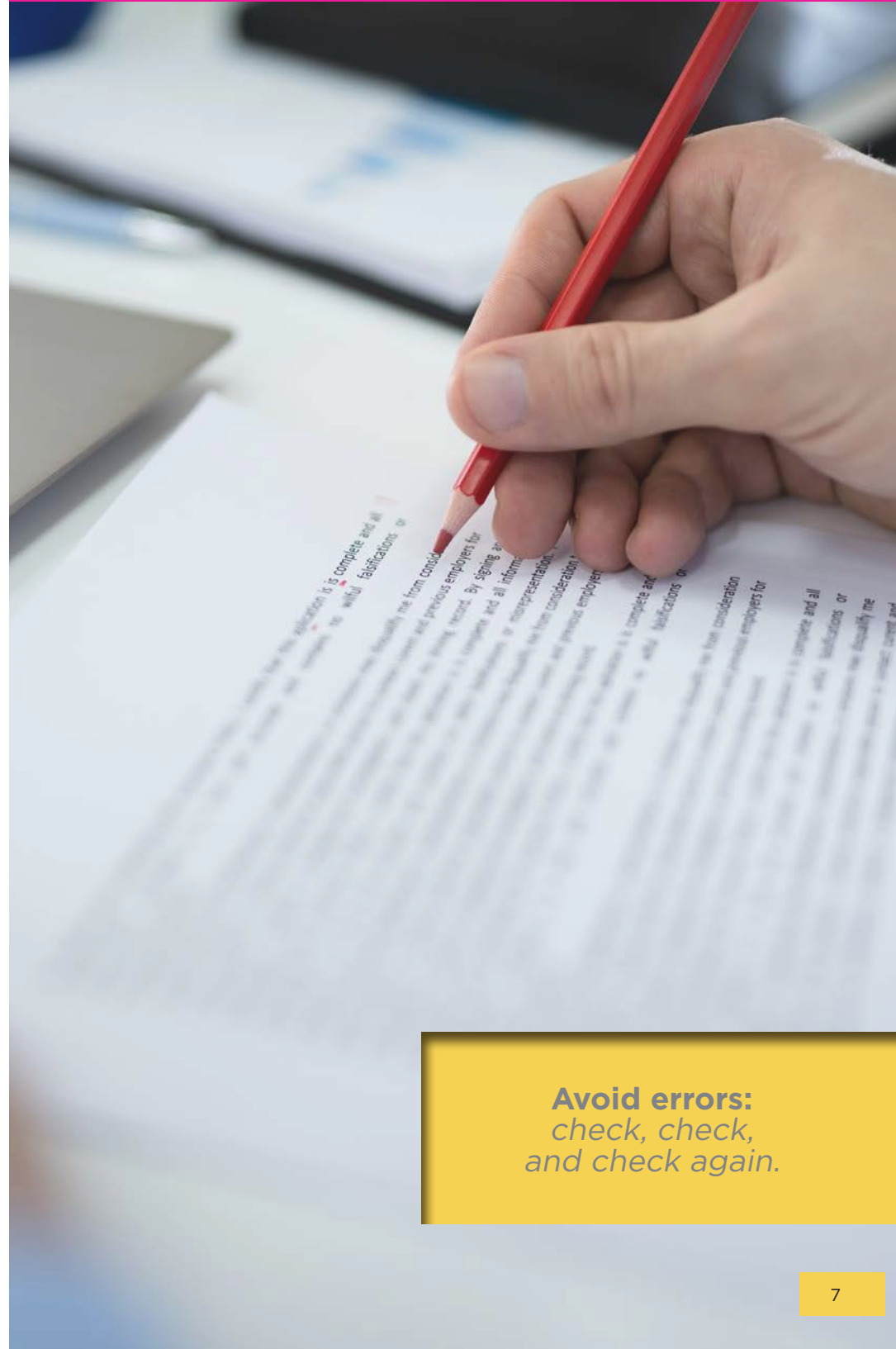


Use a template: By following a CV template you are not restricting the way in which you can express yourself, but you will find that your CV becomes easier to read and covers all the most important aspects of your work history.

Remember you can change the format and layout so it isn't exactly the same as everyone else's.

Keep it simple: Your choice of font and layout are key to making sure a would-be employer carries on reading your CV. Simple formats work best, unless you're applying for a creative role, then you should let your natural flair shine through.

Don't be generic: Work out who or which industry sector your CV is destined for and tailor it to highlight the right aspects of your experience for them. If you're applying for a hospitality/retail/catering role for example, ensure you list your customer service skills.



... I hereby declare that the information I have provided is true and correct. I understand that any false or misleading information may result in the termination of my employment and may be considered a breach of my employment contract. I have read and understand the terms and conditions of my employment, and I agree to abide by them. I have also read and understand the terms and conditions of the offer of employment, and I agree to accept them. I have read and understand the terms and conditions of the offer of employment, and I agree to accept them. I have read and understand the terms and conditions of the offer of employment, and I agree to accept them.

Avoid errors:
check, check,
and check again.

7

[illegible]A close-up photograph of a person's right hand holding a red pencil, poised to write on a white sheet of paper. The paper contains printed text, which is slightly blurred. In the background, other documents and a laptop are visible, suggesting an office or administrative setting. The lighting is bright and even.

Avoid errors:
*check, check,
and check again.*

7

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*check, check,
and check again.*

7

A close-up photograph of a person's right hand holding a red pencil, poised to write on a white piece of paper. The paper contains some printed text, which is slightly blurred. In the background, other documents and a pen are visible on a desk surface.

Avoid errors:
*check, check,
and check again.*

[illegible]A close-up photograph of a person's right hand holding a red pencil, poised to write on a white piece of paper. The paper contains some printed text, which is slightly blurred. In the background, other documents and a laptop are visible but out of focus. The lighting is bright and even.

Avoid errors:
*check, check,
and check again.*

7

writing your **COVER LETTER**

What is a cover letter?

A cover letter is a single-page letter that you include with your job application, as a summary of your CV. Remember to match your cover letter to the job you are applying for - no hiring manager wants to see the wrong company/job title on a covering letter.

Top tip: you should always include a cover letter, unless the job advertisement clearly says not to.

What to include in a cover letter:

- Your name and contact details
- Their name or if you don't know it, "Dear Sir/Madam/Hiring Manager"
- The name of the company and job you're applying for
- Your relevant skills - match your skills to their job description
- A summary of why you think you're right for the role
- Speak their language - use the same language they used in their advert
- Ask them to contact you

What not to include in a cover letter:

- Spelling mistakes
- Your whole career history - that's what your CV is for
- The word "I" too much
- References to other applications you have made

CV writing advice and support:

<https://www.reed.co.uk/cvbuilder>

<https://www.monster.co.uk/career-advice/cv-writing-tips/cv-templates>

<https://www.studentjob.co.uk/application-tips/cv/free-cv-maker>

Career advice:

<https://www.monster.co.uk/career-advice/>

<https://www.reed.co.uk/career-advice>

<https://barclayslifeskills.com/>

useful
LINKS

