



'CV' stands for 'Curriculum Vitae' ('story of your life'). A CV should contain all the basic information that an employer needs to know about you on a single, easy-to-read sheet.

As a school leaver, what information should be on your CV?

- Personal details – name, address with post code, telephone numbers and e-mail address.
- Education – primary school and secondary school details and dates attended.
- Qualifications already gained and/or estimated GCSE grades.
- Skills and personal qualities – use your personal statement to help you write this section.
- Employment history and experience if applicable - such as weekend or part time jobs.
- Details of any work experience you have completed.
- Interests, hobbies and achievements.
- Contact details for two references. If possible, one should be linked to your work experience / job.

Once you have written and typed your CV, you can make as many copies of your CV as you like. This is particularly useful if you want to apply for different jobs at the same time. You can send a copy of your CV when you're applying for a specific job vacancy or when you're just writing 'on the off-chance'.

Hot tips for creating a good CV

- Type your CV on the computer to create a more professional appearance.
- Keep a copy on your computer so you can up-date it easily.
- Keep it short – preferably one, but no more than two sides of A4.
- Use headings, paragraphs and bullet points to make it clear and easy to read.
- Send your CV with a short, covering letter saying what job you're interested in and why you want it. (Don't repeat the information on your CV in your letter).
- Adapt your CV to suit different jobs and different companies. Each job is different and therefore each CV should be adapted to meet the requirements of that job. Emphasise the information on your CV that will be of most value to your potential employer.
- Check and your spelling, grammar and punctuation. Ask someone to proof read your CV for you.
- Use a simple but effective and professional layout. Use one font style and black text.
- Keep your CV up to date.

An example of a bad covering letter / application letter

Smiths & Co, Manchester Rd

Dear Sir / Madam,

My cv is enclosed for the job of sales assistant. I feel I have the relevant qualifications needed for this position. My phone number is 0161 778 7213.

Yours sincerely,

Caroline Grey

An example of a good covering letter / application letter

27th July 2010

Smiths & Co
22 Manchester Rd
Middleton
M24 7AB

Miss C Grey
3 Waterside
Blackley
M26 9PA

Dear Mr Edwards,

I would like to apply for the position of sales assistant as advertised in the Manchester Evening News last Thursday.

I have just completed my GCSE's at St Anne's High School. I have been forecast C grades and above and I have a place at Manchester College in September.

This position would be suitable for me as I am looking for part time work which fits in well with my working day at college, and I am also available to work extra hours during holidays. I have had previous experience as a sales assistant whilst completing my work experience last Summer, and have given the contact details of the manager as one of my referees. I received excellent feedback on my performance whilst working there.

Please see my enclosed CV for additional information. I am able to attend an interview at any time. If you require any additional information, please contact me on 07831 735 913.

I look forward to hearing from you soon.

Yours Sincerely,

C Grey

Caroline Grey

An example of a bad CV

PERSONAL DETAILS

Surname Grey
First Name Caroline
Sex Female
Age 16
Date of Birth 27/04/94
Address 3 Waterside, Blackley, M26 9PA
Telephone 07831 735 913
Nationality British
Driving Licence No
Health Good

EDUCATION

Schools Attended Parkfield Primary School 1997-2005
St Annes High School 2005-2010

Examinations	GCSE Subject	Expected Grades
	Maths	B
	English	B
	English Language	C
	Science (Double)	CC
	Art	A
	Food Technology	C
	French	A
	Drama	A
	Citizenship	B
	ICT Nationals	Pass

WORK EXPERIENCE

May – September 2009 Sales Assistant at Boots

REFERENCES

Mrs L Jones Branch Manager, Boots, The High Street, Manchester, M1 5TD
Mr C Linton Headteacher, St Annes High School, Elm Lane, Blackley, M26 9YT

An example of a good CV

Caroline Grey

3 Waterside, Blackley, M26 9PA
Tel: 07831 735 913

PROFILE

I am a confident, self-motivated, enthusiastic 16 year old with good communication skills and the ability to use initiative to reach personal goals and ambitions. I am hard working, well organised and reliable. As I hope to work in fashion retail after my further education, I am looking for experience working with a high street retailer in order to broaden my knowledge in and strengthen my skills in this field of work.

EDUCATION

September 1997 – July 2005 Parkfield Primary School, Blackley
September 2001 – July 2010 St Anne's High School, Blackley

Estimated GCSE Grades

Maths	B	Textiles Technology	A
English	B	French	A
English Language	C	Drama	A
Science (Double)	CC	Citizenship	B
Art	A	ICT Nationals	Pass

WORK EXPERIENCE & OTHER RELEVANT SKILLS

Last Summer, I worked at Boots in Manchester as a sales assistant. I gained valuable insight into the retail industry, improved by communication and 'people skills', and learnt how to deal with customers effectively. I also have a certificate in First Aid and I am fluent in two other languages, Polish and French.

OTHER INFORMATION

I am available to work shifts, including weekends and evenings. I am single and in excellent health. My interests include exercise, sport, socialising, and fashion.

REFERENCES

Mrs L Jones Branch Manager, Boots, The High Street, Manchester, M1 5TD
Mr C Linton Headteacher, St Annes High School, Elm Lane, Blackley, M26 9YT