

# WRITE YOUR CV

## STUDENT ACTIVITY (KS3)

How do you write a standout CV?

We have all asked this question at some point, especially when searching or applying for your dream job. Your CV is one of the essential elements for job hunting; after all, it is what gives your potential employer their first impression of you.

Entering the world of work is very competitive and you need to ensure that your CV stands out from the others applying for the same job role.

Follow our 8-step guide on how to write a CV and create the best CV possible for your experience, skillset and the job you are applying for.

This activity will help you understand what your CV should contain and give you the opportunity to practice creating your own CV.

### WHAT IS A CV?

A CV, which stands for curriculum vitae, is a document used when applying for jobs. It allows you to summarise your education, skills and experience enabling you to successfully sell your abilities to potential employers.

### WHAT TO INCLUDE IN A CV?

Potential employers will scan your CV and decided whether to offer you an interview in a matter of seconds. Therefore, knowing what to include can help your CV stand out and ensure that you are selected to interview for the position you are applying for.

The basic components that make up a good CV are:

1. Contact Details
2. Personal Profile
3. Key Skills
4. Employment / Work Experience History
5. Education
6. Achievements
7. Hobbies
8. References

### TOP TIPS:

Use a professional font like Ariel or Times New Roman and keep your font size between 10 and 12.

- Your CV should not be longer than 2 sides of A4
- Always check your spelling and grammar!
- One size DOES NOT fit all- don't forget to tailor your CV, so it is suitable for the job role you are applying for.
- Always remember to provide evidence and examples to support what you are writing.
- Don't waffle! Be informative and to the point- leave employers wanting to know more about you!



# THE 8 STEPS TO HELP YOU CREATE A STANDOUT CV

## 1. CONTACT DETAILS

Make sure that you include your full name, email address, contact number (can be mobile, home or both), along with home address.

Employers need this information in order to know where you are located and if needed, confirm your identity.

## 2. PERSONAL PROFILE

Your personal profile will go at the very beginning of your CV and it is very important to tailor this to the job at hand. For example, if you are applying for a shop assistant role, express your passion to help customers or to develop your experience in a retail environment.

This section should be no longer than 5-6 sentences. If you want to avoid clichés or need some fresh ideas, there are CV examples at <https://www.studentjob.co.uk/application-tips/cv-example>

## 3. KEY SKILLS

Make sure you are familiar with the position you are applying for, look through the job advertisement and write down all the skills they require.

Cross reference the skills asked for by the employer to the skills that you have and make sure they are included on your CV... BUT... don't lie! You need to be able to follow through with any statements you make.

It is also important to remember to provide evidence for any skills you have listed, give a quick example and you will really impress the employer.

## 4. EMPLOYMENT / WORK EXPERIENCE HISTORY

Knowing what to put in your Employment / Work Experience history can be challenging if you are still in education or have little employment history.

It is useful to remember that any employer you have worked for, including any work experience you have carried out or any volunteering should also be included.

Commonly, most people include their employment history in reverse chronological order, starting with the most recent first.

Keep it simple for the recruiter and layout your experience in this manner:

- > Name of company (including duration e.g. 2017-2019)
- > Name of role
- > List of achievements and duties covered (keep it relevant!)

Are you still struggling to know what to include in this section? Don't worry!

<https://www.studentjob.co.uk/application-tips/cv#cv-with-no-experience> can provide you with additional information and support.

## 5. EDUCATION

This section of your CV is the opportunity to list your grades (GCSE / A-level / Degree).

Again, keep it relevant and do not feel like it is necessary to include every single grade.

Similarly, to your employment / work experience section, list your education grades in reverse chronological order.

Are you unsure what to write because you still haven't received the grades you have listed?

No need to worry, you can also put your predicted results!

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## 6. ACHIEVEMENTS

You may feel like as a student you don't have that many achievements you can list on a CV and therefore it isn't important. You couldn't be more wrong!

The achievements section within your CV is what will help to make you stand out against other candidates. Think back to anything you have achieved or participated in at any point throughout your education so far.

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## 7. HOBBIES

Mentioning your hobbies and interests allow your personality to shine through.

As much as it is true, it's best not to put socialising with friends or spending hours playing Fortnite.

Try and avoid writing clichés like 'reading' if you are applying for a role in journalism or something similar. Perhaps highlight your passion for creative writing instead.

If you are still struggling to decide what are the best hobbies and interests to put on a CV, then maybe the list below inspires any ideas...

- > Sports
- > Volunteering
- > Learning a new skill in your spare time (e.g. coding)
- > Blog writing
- > Travelling
- > Cooking

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## 8. REFERENCES

Wondering what references are?

CV references are nominated people who act as referees for you and are happy to testify about your character, attributes and confirm anything you have mentioned in your CV. Always try and steer clear of using family members as references.

Who is the best person to be a reference on your CV?

Perhaps some of these could be good people to ask.

- > Head Teacher
- > Subject Teacher
- > Former or Current Manager / Supervisor
- > Sports Coach / Team Manager

At the bottom of your CV simply write 'references are available upon request' and ensure your referees are made aware that they may be contacted.



# HOW TO WRITE A CV (KS3)

Now you have learnt about what information you need to place within your CV why don't you use the free text boxes below to start creating your own CV.

Remember to follow the guide and if you feel adventurous why not select a specific job role to tailor your CV for.

**GOOD LUCK!**

Section 1 - Contact Details

Section 2 - Personal Profile

Section 3 - Key Skills



Section 4 – Employment / Work Experience History

Section 5 – Education

Section 6 – Achievements

Section 7 – Hobbies

Section 8 – References