



Hints and Tips for the perfect CV



The seven must-haves

in your CV's Introduction

- 1 Name** Use your full name and also include the name that you are known by if this is different.
- 2 Address** State your full address including the postcode. If you are applying for a job outside of your home address area then include 'looking to relocate'.
- 3 Email Address** Make sure your email address is suitable for employers to contact you and check your inbox regularly.
- 4 Phone number** If you have a voicemail message make sure it is a professional message suitable for potential employers to hear. Check your voicemail regularly.
- 5 Eligibility** State if you are eligible to work in the UK.
- 6 Availability** State when you are available; e.g. if it's immediately or from July, on completion of exams.
- 7 Transport** Include if you have a full driving licence or if you are learning to drive and when you hope to have your licence. You should also state if you have a car.



The body of your CV

Profile

Next comes the profile section of your CV that should be no more than 250 words in length. Make it clear and concise about the sort of person you are, the role you are looking for and how your skills fit the job role advertised, if applicable.

Explain to the employer what you have to offer to their organisation and include what makes you stand out. Try to make this as engaging as possible otherwise the employer may not look at the rest of your CV.

Key skills and achievements

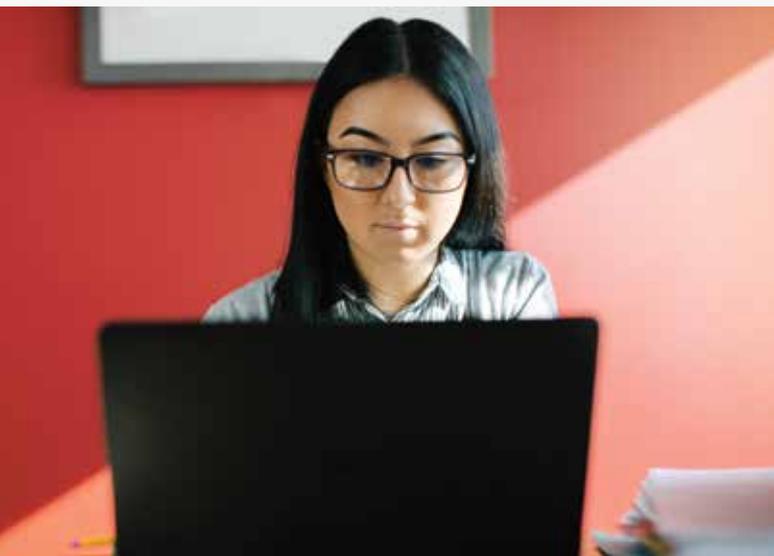
Now you need to cover your skills and achievements, don't be modest, this is your chance to shine! Your achievements don't all need to come from previous jobs, they may be achievements from when you were at school; e.g. captain of your sports team.

When demonstrating your key skills, don't simply state:

"I am an effective communicator".

Explain how you have demonstrated a variety of communication methods, and how they have helped you achieve something or had a positive effect, e.g:

"I created a monthly email to keep my football team up to date on the new school stadium and it was used by the teachers to keep parents informed."



Work experience

Maybe you don't have much or any work experience yet, but if you do here's how to best demonstrate your job roles. Include any part time and voluntary work or any work placements you have done, as these count as work experience.

Start with your most recent job then work backwards. This makes it easier to show any progression and the most relevant experience is usually the most recent. State the employer's name, start and finish dates of your time in the role and a brief outline of your responsibilities. Don't forget any achievements or successes.

Education and professional qualifications

State the school or college name, the dates you were there, and the qualifications gained at each. Include individual A-level and GCSE subjects, any college courses such as HND and BTEC, grades and dates achieved. If you have qualifications from overseas, state the equivalent type of qualification level in the UK. If you are waiting for results you should include predicted grades.

Other relevant skills

Explain what IT experience you have, for example Microsoft programmes, and any other relevant systems that may be used in the workplace. State other languages you can speak and how fluent you are. Include any other relevant training you have done.

Hobbies

Keep these brief, just a couple of lines long. Evidence of being part of a team or leading a team, such as a sports club would be beneficial. Reading and other less active hobbies also show varied skills.

Things to remember

- ▶ Keep your CV up to date.
- ▶ Keep the details on your CV entirely relevant to the type of job or Apprenticeship you are applying for.
- ▶ Make it easy to read, brief and informative. It should be two pages maximum. Use bullet points and subheadings where suitable.
- ▶ Use the full page and avoid having large sections of text, as it makes it harder to read.
- ▶ Put the time and effort into making your CV look good. Employers can tell if you have rushed it and not taken enough time.
- ▶ Always make sure your spelling and grammar are checked. Ask a parent or teacher for any help.
- ▶ Sell yourself and give good examples of any experience that you have and the skills you have gained. You need to make yourself stand out from the other applicants.
- ▶ Do not use abbreviations or text language, avoid repetition and always be honest.
- ▶ If you are emailing your CV make sure you include the role you are applying for in the body of the email.
- ▶ You do not need to include date of birth or pictures.
- ▶ Avoid fancy fonts, boxes and contrasting text size and noticeable marks. Arial size 10–12 is standard.



Reference

Make sure that you have up to one personal and one employment reference that can be contacted. Confirm that these people are happy to act as a referee for you and that they know you are looking for work and may be contacted. If you do not have suitable employers, school or college teachers can be used.

A personal reference may also be asked for by your new employer. This should be someone who has known you outside of work, for example a sports club or charity organisation you have been involved with. Include the name of the referee, the name of the company they work for or place you know them from, their address, phone number and email address.

You can state '*references available on request*' if you do not want an employer to see these in advance.

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