

CV Type: A - I have little or no work experience

Start with your personal details – name, address, telephone, mobile, email.

STEP 1/5 - PERSONAL PROFILE

Write three or four lines saying what kind of person you are or can be at work.

- Use your Record of Achievement or Progress File to give you ideas.
- Think about what you have done at school or college, in your spare time, in any jobs you have had (paid or unpaid).
- Use words that you understand to give a positive impression of yourself.
- If you have been a good attender and timekeeper, say so.
- Don't say "I consider myself to be" – **say what you are.**

Write as if you were describing someone else, like this:

Example

An honest, reliable person, with a good record for timekeeping and attendance. Able to work effectively in a team or get on with a job alone without supervision. Capable of handling cash accurately and dealing with the public politely. Keen and willing to learn. Computer literate.

thinkabout...

using words like:

- Able to...
- Accurate
- Adaptable
- Assertive
- Analytical
- Capable of...
- Calm
- Consistent
- Creative
- Competent
- Decisive
- Dependable
- Dynamic
- Effective
- Efficient
- Enthusiastic
- Experienced
- Expert
- Flexible
- Friendly
- Hardworking
- Honest
- Independent
- Knowledgeable
- Literate
- Mature
- Methodical
- Numerate
- Organised
- Outgoing
- Perceptive
- Polite
- Practical
- Professional
- Productive
- Quick thinking
- Qualified
- Reliable
- Realistic
- Resourceful
- Responsible
- Self-reliant
- Successful
- Tactful
- Trustworthy
- Talented
- Versatile

STEP 2/5 - EDUCATION

If you have good qualifications and think they will help you get the job give details next. Start with the highest level you have reached.

thinkabout...

Your qualifications. If they are not so good you can skip this section and go on to the next.

<p>Example</p> <p>Cleckhuddersfax College BTEC Level 3 Extended Diploma Business 201? GCSE (predicted grade) History (B) 201?</p> <p>Aces High School GCSE Maths (B), English (C), Science (C) 201?</p>	<p>Putting brackets round your exam grades will make them stand out on your CV.</p>
<p>STEP 3a/5 WORK EXPERIENCE</p> <p>Now list your useful, relevant skills, achievements and experience;</p> <p>Use 'action' words and give examples.</p> <p>Example</p> <ul style="list-style-type: none"> • Worked part-time in local shop for three months; served customers, handled cash, stocked shelves, kept shop tidy. Put together orders for delivery. <p>STEP 3b/5 SKILLS and QUALITIES</p> <ul style="list-style-type: none"> • Organised a trip to Spain for myself and two friends. Used telephone and completed forms neatly and accurately. Arranged transport, worked out connections, collected and paid in money. • Represented school at basketball for two years, one year as captain. • Used MS Word and Excel to produce newsletter and school projects 	<p>thinkabout...</p> <p>using 'action' words like:</p> <ul style="list-style-type: none"> • Achieved • Arranged • Contributed • Created • Demonstrated • Designed • Developed • Enabled • Handled • Helped • Improved • Increased • Led • Managed • Organised • Operated • Performed • Participated • Planned • Produced • Presented • Recommended • Re-organised • Revised • Solved • Used
<p>STEP 4/5 - INTERESTS and ACHIEVEMENTS</p> <p>Next, put down any other useful, relevant information about yourself, such as:</p> <p>Example</p> <p>Completed GCSE course in seven subjects at Aces High School, Cooltown, West Yorkshire (201?) Learning to drive. Completed half-</p>	<p>thinkabout...</p> <p>is everything on your CV relevant, helpful (to you!) and true? if not, why is it there?</p>

marathon, raised money for charity.

STEP 5/5 - REFERENCES

- Ideally, you should have one personal referee and one from school or college.
- They should not be closely related to you.
- They should say good things about you as a person and as a worker.
- If you can provide good references, add their contact details, if not delete 'References'.

thinkabout...

and finally...

Leave your CV for a while, then go back and check spellings. Make sure it makes sense.

Does it look good? Check spacing, margins, fonts and sizes – make them consistent. Is it easy to read?

Do not leave a page with only a line or two on it – change the words or

Keep a copy and a note of where you send it and when.

Good Luck!