

CV Type: B - I have done lots of different jobs

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

N.B. The Type B CV is the same as the Type C CV

STEP 1/5 - PERSONAL AND SKILLS PROFILE

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

- Try to think about relevant, positive things that you have done at work, at home, in education and training and anywhere else.
- Think about skills and experience you gained from previous jobs that could transfer into the next one (team working, reliability, accuracy, flexibility...).
- Don't say "I consider myself to be" - **say what you are.**

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

Example

A reliable, hardworking person, capable of dealing politely with staff and customers in all situations to achieve excellent results. Able to communicate effectively in person and by phone at all levels. Computer literate. Reliable and responsible, with excellent training and business skills.

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 2a/5 - EMPLOYMENT HISTORY

Now enter your career history, you could

thinkabout...

- Use it to show where you worked and

<p>put something like:</p> <p>Example</p> <p>Sales Supervisor B.S. Lowry, Middlesbrough 2007 - 2010</p> <p>Sales Assistant Collette Modes, Ormesby 2003 - 2007</p>	<p>when you were there.</p> <p>If there are any gaps, do you need to explain them? Does your education or training fill the gap?</p> <p>If you need to explain any gaps, use the 'other information' section, and keep it brief!</p>
<p>2b/5</p> <p>If you have worked before you will know about and be able to do different things at work. You need to decide which of these you want to tell your next employer about.</p> <p>Bullet your skills and achievements/job underneath each. Pick a few examples that are the most relevant for each job role.</p> <p>Examples</p> <ul style="list-style-type: none"> • Dealt with customers, reps and staff; answered enquiries, handled problems. • Completed CLAIT course (Word-processing, spreadsheets, databases). • Won new orders with chainstores by telephone canvassing. • Organised and ran training programmes to NVQ Level 2 for five members of staff. • Ordered, maintained and controlled over 300 items of stock, using computers. • Co-ordinated staff working arrangements to fit requirements of business 	<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 3/5 - EDUCATION AND TRAINING</p> <p>If you have good qualifications, do you want to mention them now? This</p>	<p>thinkabout...</p> <p>Your qualifications. If they are not so good you can skip this section and go</p>

<p>depends on how relevant they are to the jobs you will be applying for. If so, put something like:</p> <p>Example</p> <p>Cleckhuddersfax College</p> <table border="0"> <tr> <td>CLAIT (results due July)</td> <td>Pass</td> <td>201?</td> </tr> <tr> <td>Business Studies Level 2</td> <td>Merit</td> <td>201?</td> </tr> </table>	CLAIT (results due July)	Pass	201?	Business Studies Level 2	Merit	201?	<p>on to the next.</p>
CLAIT (results due July)	Pass	201?					
Business Studies Level 2	Merit	201?					
<p>STEP 4/5 - OTHER INFORMATION</p> <p>Next, put down any other useful, relevant information about yourself, such as:</p> <p>Example</p> <p>Three years experience as volunteer worker in charity shop (Stock control, customer service, cleaning). Various other part-time cleaning, factory and packing jobs. Interests include DIY, windsurfing, playing tennis, dining out.</p>	<p>thinkabout...</p> <p>is everything on your CV relevant, helpful (to you!) and true?</p> <p>if not, why is it there?</p>						
<p>STEP 5/5 - REFERENCES</p> <ul style="list-style-type: none"> • Ideally, you should have one personal referee and one from school or college if you have studied in recent years. • 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'. 	<p>thinkabout...</p> <p>and finally... Leave your CV for a while, then go back and check spellings. Make sure it makes sense.</p> <p>Does it look good? Check spacing, margins, fonts and sizes - make them consistent. Is it easy to read?</p> <p>Do not leave a page with only a line or two on it - change the words or spacing to avoid this.</p> <p>Keep a copy and a note of where you send it and when.</p> <p>Good Luck!</p>						