CV WRITING

EMPLOYABLE

A CV is often used when applying for jobs. It helps employers to see if you have the skills needed for the job you are applying for.

You should include:

- ✓ your contact information
- ✓ a short paragraph about you
- ✓ any past jobs or volunteering
- ✓ any courses or qualifications
- ✓ references

What to put in each section

Your contact information

In this section you should write:

- ✓ your name
- ✓ your address
- ✓ your phone number
- ✓ your email address

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A short paragraph about you

In this section you should write your top skills, for example:

- ✔ I am a great communicator
- ✔ I am experienced using Microsoft Office
- ✔ I have brilliant time management skills

Any past jobs or volunteering

For each job or work placement you should write:

- ✔ The name of the company
- ✔ Your job title
- ✔ When you started and finished working there
- ✔ What tasks you did in the role

Any courses or qualifications

For each course or qualification you should write

- ✔ The name the school or college you studied at
- ✔ When you studied there
- ✔ The name of the course you took
- ✔ The grade you got (if relevant)

References

For this section you just need to write 'Available on request'.