CV WRITING

Pathways

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 you have done

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

ACL | Essex County Council

A short paragraph about you

In this section you should write your 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

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)

ACL | Essex County Council