Writing a CV

This activity pack will guide you through the key elements of writing a CV, from thinking about what a CV is, to what you should include on it, the importance of layout and the kind of language to use. It includes worksheets to guide you through the process and videos from businesses who will share their expert advice. By the end, you'll be able to create your own CV.

1. What is a CV?

To start off with, we're going to look at what a CV is and why you need one.

Activity: Take a few minutes to think about your definition of a CV. What is a CV and what is its purpose? Write down your ideas.

Watch: Writing a CV Video 1 – What is a CV?

Reflect: How did your ideas compare to what Liz told you? Was your definition correct? Did you know what the purpose of a CV is?

KEY LEARNING

- A CV (also known as a Curriculum Vitae), is a written overview of your skills, education, and work experience. They may be used for a variety of reasons, however, the most common of these is to send to prospective employers when looking for a new job.
- The purpose of a CV is to convince a prospective employer that you will be good at the job you are applying for. You can use it to show off the skills, qualifications and experience you would bring to a job or other opportunity.

2. What is included in a CV?

In order to create your own CV, you need to know what to include in it.

Activity: Take a few minutes to write down your ideas about what a CV should cover. What information would you want to tell an employer?

Watch: Writing a CV Video 2 – What is included in a CV?

Reflect: How did your ideas compare to Rob's? Did you think of all the information he spoke about?

KEY LEARNING

There are seven different sections to include on your CV:

- Personal and Contact Details
- Personal Statement
- Education and Qualifications
- Work Experience
- Skills and Achievements
- Hobbies and Interests
- References

3. Planning your CV

The sections on Skills and Achievements and your Personal Statement, as Rob says, are your opportunity to shine. To do this, you need to know what you're good at and what skills you have. You might not think you've got lots of skills and experience at your age, but you'd be surprised.

Activity: Complete the **My Day, My Skills** worksheet. This aims to help you think of the skills you use in your normal day-to-day routine. The activities you include on the sheet could be something you do at school (e.g. reading, group work etc), at home (e.g. chores, babysitting), or as a hobby.

Using the **Skills Buzzwords** sheet, identify and write down the skills you would gain from taking part in the activity. You can use these when writing your CV later.

4. What makes a good CV?

Your CV is the often the first chance an employer has to get to know you. How it's presented as well as what information you include is really important. But could you spot a good CV from a bad one? What makes a good CV?

Activity: Look at the two CV examples included in the pack. One is a good CV and the other is a bad one. Read the CVs and make some notes on which one you think is which, and why. Imagine you are an employer trying to recruit someone, what would you think of each CV?

Watch: Writing a CV Video 3 – What makes a good CV?

Reflect: After watching the video, go back to the good and bad CVs. Can you find other reasons why one is better than the other? Think about the information included, how it's presented, and the overall structure of the CVs.

KEY LEARNING

Employers are looking for a professionally presented CV that is easy to navigate, has a clear layout, includes relevant information and is tailored to the specific job. The best CVs make it easy for employers to see that the applicant matches the job they are applying for.

The two key things to remember are:

- **Presentation** – use a professional and clear structure, layout, font and text size
- **Information** – make sure what you include is relevant and concise

A **bad CV** has confusing presentation (irregular font, text size, spacing, formatting etc) and the information included may not be concise or relevant, and may miss key information.

A **good CV** is clear, includes all the important information, is relevant and tailored to the job the person has applied for.

5. Create your own CV!

So now you know what a CV is and its purpose, what to include and how to write a good CV. It's now time for you to have a go at writing your own CV. We've included a **CV template** at the end of this pack for you to use. Good luck! Now is your chance to shine!