

# Writing your CV with

## CAREERS CLUB



Recruiters spend on average about nine seconds reading each CV, so follow our advice to make yours memorable...

### FONTS AND FORMATTING

Choose a modern, easy to read font. It is best to use a simple font in size 10, 11 or 12 and to avoid the most overused fonts. Here are 5 great fonts to choose from for your CV;

**Calibri**  
**Cambria**  
**Helvetica**  
**Gill Sans**  
**Verdana**

For section headings increase the font size for emphasis or use bolding and/or italics. Its best to avoid underlining as it looks messy.

### HEADINGS

Your CV should include 6 sections with clear headings where appropriate to showcase your experience, interests, and contact information. Example headings below:

1. **Name & Contact information**
2. **Personal Statement**
3. **Education**
4. **Work History & Experience**
5. **Skills**
6. **Hobbies**

Let's go through each one and what type of things you should include...

#### 1. Name & Contact Info

Make sure your name is in bold and/or in larger sized font at the very top. You do not need to include the word CV or Curriculum Vitre. Include your address, an up-to-date mobile number, and a sensible email address. Example below:

**Joe Bloggs**  
25 Anystreet, Anytown, Anycount  
[JOEBLOGGS@hotmail.com](mailto:JOEBLOGGS@hotmail.com) | 07X7755X444

#### 2. PERSONAL STATEMENT

Your profile or personal statement is going to be an advert for you! This is what will "sell" your skills to the employer at first glance. This acts as your introduction and is a short paragraph designed to grab the recruiter's attention and keep them reading.

To create your personal statement for your CV, consider three things:

**Motivation:** Why do you want to work in this type of job/industry/study this apprenticeship?

**Skills & Experience:** What interests, skills and/or experience do you have already that make you the best hire for this role?

**Objective:** Where do you plan to go in your career? What is your longer-term goal?

#### **Example School Leaver Personal Statement**

I have recently graduated secondary school with 10 GCSE's, and I am seeking an apprenticeship position in a local company in the field of business administration. I would like to develop my interest in administration and how the associated tasks support business on a day-to-day basis. I am very competent with IT and have used Microsoft Word to create letters, essays as well as PowerPoint for school presentations and projects. I am an outgoing person who is good with people and I am not afraid to try new things.

#### 3. EDUCATION

As a recent school leaver your GCSEs and/or A level grades (or predicted grades) are most important here. You should **always** specifically include Maths and English, as a pass in these is considered an essential minimum for many jobs or apprenticeships. Other individual subjects can be mentioned if you wish.

An example of how to set it out is as follows.

**Sept 2016 – July 2021: Carlisle High School**

**A-levels:** English Language, Maths, Biology (ABB predicted)

**GCSEs:** English Language (A), Food Technology (A), English Literature (B), Maths (B), French (B), Dual Science Award (C) (C), History (C), IT (C), Psychology (C).

#### 4. **WORK EXPERIENCE**

This section should include and paid weekend work or voluntary work you have done as well as your school work-experience week. For each role you should try and include the following;

**Job Title:** This should be the header for each entry in the section. Put this in bold or a larger font for emphasis.

**Company:** Immediately follow this up with the name of the company and location of the workplace. Use italics for contrast.

**Employment Dates:** Include the from and to dates

**Duties:** Around 6 bullet points for each sentence, made relevant to the job you are applying for.

An example would be;

##### **Customer Service Assistant**

*Bakers Dozen, Carlisle*  
07/2019 –Present (Weekends and School holidays)

Create a welcoming and positive customer experience at the bakery counter.  
Advise customers on baked goods selection and taking orders.  
Weigh, pricing, and packaging purchased items, as well as processing payments.  
Manage the baking ingredients inventory and requesting the purchase of stock.

**Remember that although your compulsory school work experience may only have been 1 week, you should still include this.**

For example;

##### **Nursery Assistant**

*Kids Nursery, Carlisle*  
April 2019 – 1 Week Work Experience

During my weeks' work experience, I worked in a local nursery in the 2 year old room and helped with the planning and conducting fun activities for the toddlers which included music and dancing, and arts and crafts. I also helped with lunch times, feeding, and changing the young children where required. I gained a huge sense of satisfaction as I was able to help children learn important life skills like using cutlery and counting. It was great working in a team to ensure that the daily activities ran smoothly.

#### 5. **SKILLS**

Take the time to brainstorm a list of about 5 or 6 relevant hard and soft skills based on the type of job you are applying for. Think about what skills you have gained during your education and work experience. List them using bold key words and then provide a short description of each one.

Examples;

##### **Teamwork and interpersonal skills –**

Working in the bakery for the last 18 months I have been part of a small team who work well together to ensure that customer waiting times are short and that the bakery runs smoothly on a day-to-day basis.

**Self-management** – I have managed to complete my GCSE's and hold down a part time job which was often full time in the school holidays.

#### 6. **HOBBIES & INTERESTS**

Here is a chance for you to show a bit of your personality and interests. Employers like to see that you have developed skills outside of school and here is where you can list any extra-curricular activities or interests.

Include any sporting interests, love of films, socializing, travelling, cooking or reading are great examples of leisure interests. If you have played football or any other sports for a local youth team then include that also.

**Examples and ideas could include.**

- Member of the local amateur dramatics club
- Horse riding
- Walking in the lake district with family
- Reading popular fiction novels and listening to audio books

For further advice when writing your CV, contact [apprenticeships@system-people.co.uk](mailto:apprenticeships@system-people.co.uk)