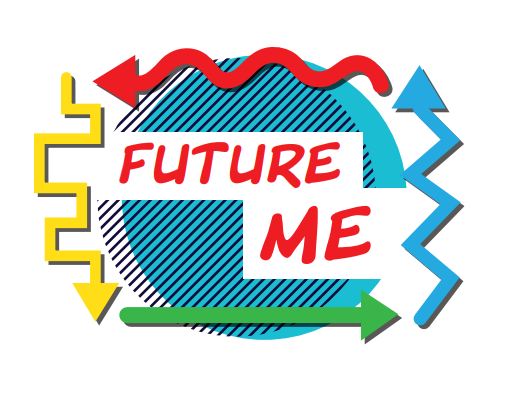


**I need to make a CV from scratch**

Booklet 1 - if you need help starting a CV. By the end you will have a brand new and effective CV. Work through each task, once finished, move onto booklet 2 from the Student Portal which will help you further improve your application.

****

‘’I need to make a CV from Scratch or want to make a new one.’’

**Task 1** – What is a CV and what should you include?

<https://www.youtube.com/watch?v=1EgOHOscyCE>

On YouTube, search for ‘how to write a CV’ (picture above), then watch the video and complete the table below. Your aim is to list the types of information you should include in a CV and get some top tips.

|  |  |
| --- | --- |
| Key information to include in a CV | Top tips |
|  |  |

**Task 2** – What are my strengths and experiences?

Before starting your CV, you need to firstly identify your skills, strengths and experiences. This will make it easier to write a really good and personal CV, and help you write an amazing profile section.

To help, start off my completing the tables below. The first one is an example

|  |  |  |
| --- | --- | --- |
| Skill | Have I shown this skill | Example |
| Team work |  | When completed Duke of Edinburgh |
| Team work |  |  |
| Independence |  |  |
| Initiative |  |  |
| Following instructions |  |  |
| Working to a high standard |  |  |
| Learning new skills |  |  |
| Taking on responsibility |  |  |
| Problem Solving |  |  |
| Communication skills |  |  |
| Creativity |  |  |
| Commitment |  |  |
| Resilience |  |  |

**Task 2** – What are my strengths and experiences? (part 2)

In the table below, list any skills, strengths or experiences you have from your part time job, volunteering work or other activities.

Using the skills on the last page, list some skills and strengths you have developed

|  |  |  |
| --- | --- | --- |
| Situation | Skills developed | Example |
| Previous jobs |  |  |
| Voluntary work/work experience |  |  |
| Clubs/activities |  |  |
| Sports |  |  |
| Other |  |  |

**Task 3** – What makes a good CV?



<https://www.youtube.com/watch?v=kBMJlFSRKb4>

On YouTube, search for ‘how to write a CV’ (picture above), then watch the video and complete the table below. You aim is to list information about writing a good CV – specifically how to do a good profile and how to link your CV to the job.

|  |  |
| --- | --- |
| What makes a good CV | Things to remember in the future |
|  |  |

**Task 4** – Writing an amazing Profile

Below is an example CV, and below that is a CV but just the headings so that you can write your own. Use the CV example on the next page to now write your own. You can also the sentence starters below to help you write a profile.

**Writing a Personal Statement/Profile**

* You need to sell yourself in the first part of your CV, using examples.
* This section should be 5 sentences maximum – no more than one paragraph.

Useful phrases for you to use to help you write a profile:

**Start (pick 1 or 2 sentences)**

I am a keen and self-motivated learner who is looking to start their career in the …….. industry.

I am a highly motivated individual who is currently improving their Maths and English qualifications, along side a retail and customer service course.

It is my ambition to become an apprentice….. in the future and I am self-motivated and ambitious to achieve this.

**Middle (pick 1 or 2 sentences):**

I believe my biggest strength is……… . I have shown this when……. .

From completing work experience with….. I showed that I could be punctual and reliable. During my work experience I developed skills in…… .

For the past 6 months I have been working part time in a ……. . This have definitely helped build my confidence and communication skills. When working I have shown that I can be punctual and reliable. I showed that I am self motivated when….. .

Studying Health and Social Care at College has improved my time management skills as I balance my course work deadlines with my part time job. I believe this will help me as a….. because….. .

**End (pick 1)**

I feel that I could be a real asset to your business because…. .

Something which I can offer your business would be my ability to….. .

I know that I would be the ideal candidate for this vacancy because I am…

CV for Michael Davies

The **profile** summaries your skills, it is a paragraph about you, tell them about your strengths. Always give an example to back up your skills.

Give your current address and contact details. Keep your e-mail address professional.

14 Any Road

Carlisle, Cumbria, CA1 1AA

Home: 0161 230 00200

Mobile: 07782 5678567

[**md75@email.co.uk**](mailto:md75@email.co.uk)

**PROFILE**

A hardworking employee, with a wide range of experience working in retail and customer service. I am an extremely enthusiastic and trust worth individual. I like a challenge and I can respond well in high pressure situations. In the past I have worked extremely well as part of a team and I have also handled individual tasks and challenged, too. I enjoy learning new things and I enjoy broadening my experiences where ever possible.

**ACHIEVEMENTS/SKILLS**

* Raised £250 for a local charity by doing a sponsored walk with friends.
* I have a full and clean driving license.
* I am efficient with many Microsoft programs, including Excel and Word.
* Captained my local football team for 5 years.

**EDUCATION AND QUALIFICATIONS**

**2020 – Present**

**Carlisle College – Level 2 Joinery**

**2015 – 2020**

**Trinity School, Carlisle, Cumbria.**

List your current qualifications. If the company want a specific grade, make sure you list it

**9 GCSEs**

English Language B

Mathematics C

Physics C

Chemistry C

Biology C

Product Design B

History B

French C

**VOLUNTARY EXPERIENCE**

**July 2019 – September 2019 – Work experience at Brown’s Builders and Joiners**

I used my summer holidays during sixth form to improve my knowledge of the building trade. During my six weeks I:

* Assisted both builders and joiners with their tasks.
* Learned some basic first aid.
* Learned about the Health and Safety Laws when working on a building site.

List any voluntary work experience you have and what you did during your time.

**EMPLOYMENT HISTORY**

**August 2018 – Present**

**Bar Worker at Circle Bar, Carlisle**

This is a part time job I do as well as attending College I mostly worked at weekends and in the evening.

My responsibilities included:

* Served customers, maintaining excellent levels of customer service during busy periods
* Managed the bar in line with health and safety regulations
* Trained and supervised new bar staff.

**September 2017 – August 2018 Café Assistant at Rose’s Authentic Italian Restaurant, Carlisle.**

This is a part time job in which I work mostly weekends and my mains tasks are linked to serving food and drinks to customer.

Always tell them what the responsibilities and skills you gained from your part time jobs, even if it doesn’t link with the position you are applying for.

My responsibilities include:

* Cashing up
* Ordering stock
* Taking order
* Communicating with customers.

**HOBBIES:**

In my spare time, my team works skills and communications skills have been further improved playing rugby for a local team for five years. I also enjoy going to the cinema to watch action films. I bake a lot for friends and family, which highlights my ability to push myself and keep trying at something until I get it right.

**References available on request.**

**Writing an amazing CV – a checklist**

Now that you’ve finished your CV, tick off the criteria below to make sure it is included:

General:

o Does your CV looking inviting to a reader?

o Have you kept it concise – maximum of 2 sides of A4 paper?

o Do you have a maximum of 6 sections – Profile, Skills, Education/qualifications, Work Experience, Employment History, Hobbies and References?

Main part:

o Have you included your name, address, phone number and an email address?

o Have you written a snappy profile/personal statement at the start of you CV?

o Have you linked your profile/personal statement to job description and person specification?

o Is the profile a maximum of 5 sentences?

o Have you included examples in your profile/ personal statement to back up your points?

o Have you included at least 3 bullets points listing any skills and achievements you have? (linked to the job description and person specification)

o Do you have an education section which outlines the schools you attended and the qualifications you attended (see the example CV to see how to lay out this part)

o Have you included a section any work experience you have done – including dates and your responsibilities.

o Do you have an employment section starting with your most recent job – including dates and your duties.

o Have you included a sentence or two about your hobbies?

o Do you finish with High quality references available on request?

<https://nationalcareers.service.gov.uk/careers-advice/cv-sections>

<https://www.monster.co.uk/career-advice/article/cv-tips>

**PROFILE**

**ACHIEVEMENTS/SKILLS**

**EDUCATION AND QUALIFICATIONS**

**VOLUNTARY EXPERIENCE**

**EMPLOYMENT HISTORY**

**HOBBIES**

**References available on request.**