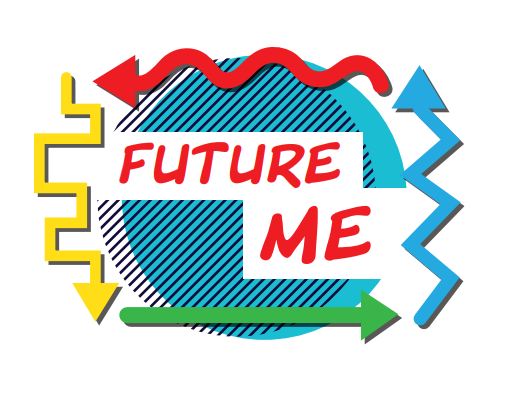


**I have a CV but it needs updating and refreshed**

Use this booklet if you already have a CV, maybe from school or from last year at College, but it needs updated and might need some extra info. Work through each task. Once all tasks in this booklet are finished, move onto Booklet 3.

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

A refresher

If you feel that you need to refresh your CV to make sure you have all the correct information, you can watch this video and complete the table below.

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

On YouTube, search for ‘how to write a CV’ (picture above)

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

**Task 2** – How does your CV compare to a ‘good’ example’?

Next, you can check if you CV matches a good example CV and you can use this checklist to make sure yours is good enough – make any changes needed.

**Writing an amazing CV – a checklist**

Look through your CV and make sure that it includes all the information listed below:

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?

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 ‘References available on request’?

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.**

**9 GCSEs**

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

English Language B

Mathematics C

Physics C

Chemistry C

Biology C

Product Design B

History B

**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.**