

*Get organised before you start by following the Golden Rules...*


It's nothing more than one or two nicely set out pages of A4 which you use to tell an employer about you and your skills. It needs to be easy to read, so keep it simple.

**what is a cv?**

**Golden Rules**

- Get together the details of your education, work history and anything else you need.
- Use a computer to produce your CV, don't handwrite it.
- Use a simple font like Arial or Times New Roman, 12 or 10 point.
- Keep it short – two sides of A4 maximum, one side if possible.
- Don't use exactly the same CV every time. Be prepared to make little changes depending on the job you're applying for.
- Always check it before you send it.
- Look on the back page to see what to put in and look inside to see how to lay it out.

**what to put in a cv**

- Full name, address, postcode and phone no.
- Date of birth.
- You can include a couple of sentences about yourself. Look at the Selling Yourself leaflet for tips. 
- Education: most recent school/college first.
- Current course (the subjects and exams you are taking)
- Work history: most recent first, not forgetting part-time jobs, voluntary work or work experience.
- Any qualifications you have achieved from school and/or work.
- Include any other skills or interests you have, particularly if they are useful for that job.
- Names and addresses of two people who will give you a reference. Remember to ask them first.

3/2007

**Preparing 3 A CV**

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A CV

# check out the sample cv

**Curriculum Vitae**

Name  
Address

Telephone  
Email  
Date of birth

**Profile**

**Education and qualifications**

Dates	School/College	Qualifications and grades

**Employment history**

Dates	Employer	Job title

**Skills and attributes**

**Interests**

**References**

Remember your postcode

A short, positive statement about yourself

List the most recent first

Your subjects and grades  
(e.g GCSE English (C).

If grades are unknown, put 'awaiting results'

Include job title, the company and dates (eg 2004 - 06: Smith & Co, High Street, Netherton: Accounts Technician).  
If you've not had a job, include work experience.

Have you any particular skills?  
eg. languages, driving licence

Tell the employer about things you've done and enjoy. Try to make it relevant to the job.

Always ask permission before giving an employer details of the referee

**good luck!**