



CV Handout to accompany template

Personal Details

Should include your:

Name, date of birth, address, telephone number, and e-mail address if you have got one (only if you access it regularly).

Educational Details

Secondary Schools and Colleges with dates attended.

Qualifications

Lists qualifications you have already and the ones with results pending.

Employment History

Include any part-time work or voluntary work. Give the job title and address of the company with dates of employment.

Personal Statement

Again like the application form this is the key part of your CV. This must be aimed at the job spec and again you must sell yourself.

This is largely about relating your skills and experiences to the type of work and the job spec that you are applying for.

Possible sentences:

- I have undertaken key skills qualifications whilst at Thomas Rotherham College in both IT and Communication, which I feel will be an asset to me in this type of work.
- I enjoy meeting new people in my present part-time job. Working for Debenhams has given me an insight into retail work and I feel that I have the necessary interpersonal skills to be a success in the retail sector.
- Playing in the College football team together with my work experience has helped further develop my team working skills.
- My GNVQ Business course has given me an insight into customer care and how a business operates.

Hobbies and Interests

Keep this brief. Try and avoid interests like watching TV and shopping – even if these are your only interests (get a life!).

Referee

Since you are at College an academic referee would be the most appropriate – this should be the Principal (though he does not actually write it). If you want to put an employer down for a work reference this would be fine as well.



Save your CV to disc so you can use it for real job applications.

As you can see from the Personal Statement element on this style of CV, they can be customised for specific job vacancies or generalised for a type of vacancy. A general CV is also commonly used for speculative approaches to companies.

More information on CVs is available in the careers library and on the PCs in Student Services – The Keyclips programme has useful information on CVs and applications in general.

Remember it is an offence to lie or use misleading language on CVs and Job applications i.e. make up qualifications you have not got.

Covering Letter

Both CVs and application forms should be accompanied by a covering letter. This should be relatively brief because so much information is on the CV or AF.

Example

Dear Sir or Madam

I would like to apply for the post of receptionist advertised in the Sheffield Star on 25th January 2009.

I am currently a student at Longley Park taking BTEC First Diploma in Applied Science and Key Skills in IT and Communication. My work experience placement at Rotherham Borough Council in the Housing Benefit Department, together with my studies will, I feel, make me a suitable candidate for your vacancy.

I am a sociable person with good communication and organisational skills and a determination to succeed.

I have enclosed my application form and CV.

I look forward to hearing from you shortly.

Yours faithfully

Joe Bloggs