Tips for Writing a Professional CV

It's the first opportunity to tell an employer what you can do, your CV is a vital part of your job hunt!

Contact details

Include your full name, home address, mobile number and email address. You do not need to include your date of birth or a photograph unless you're applying for an acting or modelling job. Make sure you are using a professional email address to apply for positions.

Profile

Placed at the beginning of the CV, a profile is a concise statement that highlights your key attributes or reasons for deciding to work in a particular field. Pick out a few relevant achievements and skills, while clearly articulating your career aims. It must focus on the sector you're applying to, as your cover letter will be job-specific. You should keep it short and snappy - 100 words is the perfect length.

Skills and achievements

This is where you talk about the foreign languages you speak and the IT packages you can competently use. Whatever you list should be relevant to the job and not over-exaggerated, as you'll need to back up your claims at interview.

Education

List and date all previous education, including // professional qualifications, placing the most recent first. For your GCSE qualifications, start with English and maths first and then follow with your highest to lowest.

Curriculum Vitae

Katie Jane Gilbert

4 Thorney Close, Warrington, WA1 2LS 01925 737067 . katie.gilbert@email.co.uk

I am a natural and vibrant communicator with a passion for mechanical design engineering. I am creative and use my ability to solve complex problems and bring them to life on CAD software. Studying at UTC Warrington has enabled me to develop my understanding of engineering principles and develop my practical skills. I am in my final year at college and I am keen to secure a Mechanical Design Apprenticeship with Cavendish Nuclear.

Key Skills and Achievements

- Completed my Bronze and Silver Duke of Edinburgh award.
- Fully proficient in Microsoft Office including Word, Excel and PowerPoint.
- Ability to meet deadlines evidenced by always completing my school work within the given time-scales.
- A strong team player with a passion to do my best and encourage others to do the same.

UTC Warrington Warrington.

Sixth Form, 2018 to present

- BTEC Engineering

Predicted D*D*D Predicted B

- Extended Project Qualification

- English

GCSEs, 2016 to 2018

- Mathematics Science
- Geography
- Engineering Design
- Engineering Manufacture

Work Experience

Sales Assistant River Island, Warrington July 2018 to present

Duties and responsibilities:

- Serving customers and helping with enquires.
- Handling cash when dealing with transactions.
- Researching and keeping up to date with the latest fashions.
- Ensuring the shop floor is clean, tidy and presentable.

Baby Sitting Warrington **March 2017 to June 2018**

Duties and responsibilities:

Caring for small children on occasional evenings.

Hobbies and Interests

- I volunteer at a local primary school as a STEM Ambassador, supervising pupils during a weekly after-school club.
- I am currently working towards my Gold Duke of Edinburgh Award.

References

Available on request.

Work experience

List your experience in reverse chronological order, making sure that anything you mention is relevant to the job you're applying for.

Words to use on your CV

Achieved	Administered	Advised	Analysed
Assessed	Arranged	Budgeted	Calculated
Completed	Conducted	Controlled	Co-ordinate
Created	Designed	Devised	Developed
Discovered	Distributed	Evaluated	Examined
Explained	Increased	Instructed	Liaised
Managed	Monitored	Negotiated	Organised
Planned	Promoted	Recommended	Reformed
Represented	Researched	Responsible for	Resulted
Selected	Sold	Solved	Supervised
Taught	Tested	Trained	Welcomed

Interests

Simply writing 'socialising, going to the cinema and reading' isn't going to catch the attention of the recruiter. However, when relevant to the job, your interests can provide a more rounded picture of you and give you something to talk about at interview. Examples include building your own robot or electronic device, or participating in the Combined Cadet Force (CCF) at college.

Keep it simple

The easier to read the better. Use a font that is easy to read, like Arial, in size 12.

Keep it concise

Make sure your CV is no longer than 2 pages. Most employers spend less than 30 seconds reading each CV.

Highlight your strengths

Don't be modest and market your accomplishments and experiences to show yourself in the best possible light.

Pay attention to detail

A good CV is balanced and neat. Make sure the overall appearance is clear to read and everything is spelt correctly.

Be honest

Don't exaggerate or make up your abilities. Employers will want references and proof of qualifications.

References

You don't need to provide the names of references at this stage. Think about who you want to state as your references. You'll need two. In the future you'll be using your last two employers, but for now you can nominate a teacher and a character reference from someone who knows you well, but isn't a friend or relative.