

CV

Personal Details

This is where you write down your address, date of birth, postcode and telephone numbers.

Personal Profile

A personal profile gives you the chance to sell yourself to an employer. It is one of the first things they will read on your CV so you need to make a positive first impression. You only have a limited amount of space so you should make the personal profile relevant to the job you are applying for.

Education

You should include the name of any schools or colleges you have attended. You don't need to write down the full address but the town or city. You should include the date you attended.

Qualifications

Subject	Level	Grade	Date	Subject	Level	Grade	Date
Mathematics	GCSE	C	June '12	English	GCSE	C	June '12

Interests

You can include brief details about what you do in your free time. This section becomes more important if you have been out of education for a while and have little work experience to talk about. In this section, you can show how you have been filling your time.

Achievements and Awards

You can include any certificates you have been awarded, trophies won, awards given. Remember to include what they were for.

Work Experience

Include the names of the companies that you have worked for even if only on a part-time basis or through a work experience placement. Write down the dates you worked there and list your main duties.

Other Information

If you have anything else you wish to include in your CV you can add a section for other information to include things like:

- I have a full, clean driving licence.
- I can start working after ...
- I am available for evening work.

References

It is common to include details of two references on a CV. Referees are people who can write a reference for you. A company will normally ask for a reference before an interview. If they do, it means that you have made a good impression and they are considering you for the job / placement.

Make sure that the people you have named as referees will give you a good reference. You don't want a bad reference.