

SUCCESSFUL CV WRITING



Recruiters will spend an average of only **8 seconds** reviewing a CV



Make yours count using the following tips and example layout shown here

- 1. Make it concise** - No more than 2 sides of A4 at this stage (1 if you can)
- 2. Ensure the layout is 'clean' and easy to read**
 - Use spacing and bullet points effectively, **follow the example format**, print on 'good' paper
- 3. Dates are important**
 - Always **start with most recent** and work backwards (Education, Employment History etc.)
 - Make 'to' and 'from' dates instantly noticeable
- 4. Do not leave any date gaps** (this makes recruiters suspicious)
 - If you do have gaps, explain them and try to put a positive 'spin' on the situation
- 5. Ensure there are NO mistakes**
 - Always proof read and check for spelling and grammatical errors
 - Do not abbreviate (e.g. don't = **do not**, can't = **cannot**)
 - Ask someone else to check it too
- 6. NEVER LIE**
 - Under no circumstances should you lie in your CV
 - Never say anything you cannot prove or give an example of
- 7. Always include a 'Personal Profile'** (not too long though)
 - Make yourself stand out by your Personal Profile and your CV will reach the top of the pile!
 - A good Personal Profile will instantly engage a recruiter and lead them to read on
 - Give concise details of your experience, skills and qualities which are relevant to the role with brief examples to back up what you are claiming
 - Avoid clichés, quotations and using 'I' too much
- 8. Tailor each CV for each application**
 - Recruiters do not like generic CVs (also known as 'Blanket CVs.') - Take time to adapt your CV for every application you make.
 - Match your Personal Profile and key skills and qualities to the job specification or what you think the employer is looking for in an ideal candidate

Keep your CV up-to-date even if you are not actively job-hunting. This way you will not forget events, dates etc.

Curriculum Vitae

Larger font & Bold for Personal Details

Miss Leigh Wood

Contact details easily accessible ✓

101 Manford Way, Chigwell, Essex, IG7 000

Mobile: 07000 000 000

Home: 020 8000 0000

Email: lw95@hotmail.co.uk

Personalised intention for specific application

Matching skills, qualities & experience to application and giving examples to prove statements ✓

Personal Profile

I am an enthusiastic, conscientious and very personable candidate who is driven to secure a position as a member of airline Cabin Crew. My work experience has enhanced my communication skills and allowed my natural flare for customer services to shine. My enjoyment of working within a team, and with a wide variety of people, can also be demonstrated by my voluntary work and the personal accomplishments I have achieved in Dance; all of which have been undertaken alongside my full-time education.

Not too much use of 'I' in Personal Profile ✓

Education & Qualifications

2005 - 2012 The Forest Academy, Hainault, Essex IG6 3TN

2012 - 'A' Levels:

French (B)

English Literature (B)

English (C), Maths (C), Science (C), French (A), Catering (B), Business & Communication Studies (B)

ICT First Diploma (Pass), (Pass)

Note the correct way to write: GCSEs 'A' Levels BTEC

2010 - GCSEs:

2010 - BTEC Level 2:

Feb 2011

Hainault Youth Centre, Hainault

CIEH Level 2 Food Hygiene Certificate (Pass)

May 2011

The Downshall Centre, Goodmayes

Youth Leadership Course (Pass)

Show dates from most recent, working backwards ✓

Employment History & Work Experience

Feb 2011 - Present

Valentines Restaurant, Ilford

Front of House Assistant

• Waitressing, customer service, cashiering, general duties & assistance.

Sept 2011 - Present

Fat Face, Canary Wharf

Crew Member

• One-to-one customer service / personal shopping. Stock control and replenishment, point of sale.

Name of Business, Location, Job Title

Give brief details of what your duties involve/d & what skills you gained (relate to your application)

It is good to show a clear distinction from Work Experience and (paid) part-time employment

March 2009

Thomas Cook, Romford

Front Desk Assistant (school work experience placement)

- Meeting and greeting, telephone and face-to-face customer service and enquiries, filing, general administration.

Voluntary Work

Oct 2010 - Sept 2011

Hainault Youth Centre, Hainault

Disability Group Assistant

- Assisted members with physical and mental disabilities (aged 10yrs - 25yrs) to engage in life skills and social skills through activities and events such as arts and crafts, discussions, cookery and residential activity trips.

Differentiate voluntary work and detail the experience and skills it has given you (relate to application if relevant) ✓

Additional Skills & Information

- Clean driving license and own vehicle
- Good level of French
- ISTD Gold Star Level Disco Dance
- Ballroom & Latin Social Dance Test - National Competitor

E.g: Senior Prefect, Sports Leader, Duke of Edinburgh Award, Additional Languages, Specialist IT knowledge, First Aid / Lifesaving qualifications, extended travel etc

Hobbies & Interests

- Competing in National Dance Events
- Member of the 'All Stars' Youth Theatre, Stratford, since 2007
- Baking - attended a workshop with Mich Turner, MBE (of the Little Venice Cake Company) in September 2012
- Reading contemporary fiction (I am guided by the Booker Prize short list each year)

Do not use clichés (e.g. "Socialising with friends or "I like to read" etc.) If you actually do like to read explain what and why

References

- 1 'academic' referee (school, college etc) AND
- 1 current (or most recent) employer OR
- 1 'character' referee, if no previous employer (unrelated to you)

Mr E Macleod

Director of Sixth Form, Assistant Headteacher
The Forest Academy
Harbourer Road
Hainault
Ilford
Essex, IG5 3TN

Miss A Manager

Supervisor
Fat Face Retail Ltd
1 Canada Square
London
E11 1EE

Tel: 020 8500 4266

Email: e.macleod@theforestacademy.co.uk

Tel: 020 7000 0000

Email: amanager@ffretail.net

If you do not wish to disclose your referees at the application stage state:
"References available upon request"

