



How to write a CV

A step-by-step easy read guide on how to write a CV



A CV is a document you use to try to get a **job**.



A CV is all about **you**.



Your Information

At the **top** of the page add your information:



Name



Email address (if you have one)



Phone Number



Profile

This section is all about **you**.
Write 2 or 3 sentences about your:



- **Key skills**



- **Achievements**



- **Interests**



Key Skills

A 'Person Specification' is a list of skills and experiences an employer is looking for.



You can find the 'Person Specification' with the **job advert**.



Give examples of using the skills in the 'Person Specification'.



For example:



- When I had good time keeping



- How I worked in a team



Work Experience



Where did you work?



What was the name of your **employer**?



What did you **do** at work?



When did you **start** and **finish** your jobs?



For example - I am an **office assistant** with **5 years'** **experience**



Education



Where did you go to school or college?



When did you go to school or college?



What **subjects** did you do?



What **qualifications** do you have?



References

When you are offered a job, you need to give the employer a **reference**.



A reference is a document about **you**.



A reference can come from you **last employer** or **teacher**.



Important to **save the details** of people who give you a reference.



At the bottom of the CV, copy the sentence:
“References are available on request”.

