

CV GUIDE

Name

Address Line 1
Address Line 2
Address Line 3
Address Line 4
Postcode
Landline / Mobile Email:

PERSONAL INFORMATION

Always begin with your personal statement it is a good way of giving an employer an outline of what you can offer. The aim is to show your attributes and goals, try to make it relevant to the job you are applying for. Try to answer the following questions: Who are you? What do you have to offer? What are you aiming for in your career? Where possible try to give examples and be specific.

KEY SKILLS

Popular skills employers and colleges like to see are:

- Communication
- Teamwork
- Initiative
- Problem solving
- Flexible
- IT literate
- Time management

Try to provide an example as to why you feel you have those skills. You will also be asked to talk about these skills at interview.

EDUCATION

If you are looking for your first job and do not have much work experience- don't panic! Expand on your education responsibilities and apply them to real life scenarios. Don't forget to add your predicted grades if you have not achieved these grades yet.

School Name

DATE -DATE

- Course - Grade
- Course - Grade
- Course - Grade
- Course - Grade
- Course - Grade
- Course - Grade



WORK EXPERIENCE / PART TIME JOB / VOLUNTEERING

Company Name
Job Role

DATE – DATE

It is a good idea to give a brief outline of the job and remember to state the date you started and ended the work.

- List your key achievements you made whilst in your job
- Try and give examples relevant to the role you are now applying for
- Give a clear description of what your day to day duties involved

PERSONAL INFORMATION

- Explain your availability for work
- Do you drive? Detail this here

KEY ACHIEVEMENTS

- Achievements allows employers to see what you have accomplished so far
- This could be achievements either in or out of School/College

INTERESTS

- Interests allow a potential employer to gain an understanding about what motivates you
- If you haven't got lots of work experience this is where you need to give details of what you do in your spare time

REFERENCES

References are people who can talk about your work experience, work habits, character and skills. You should choose your references carefully. Here are some examples of who would be good reference:

- **Work-** Most recent employer
- **Academic-** Recent school/College
- **Character-** To be used if there are no alternatives

One final thing, make sure you check over your CV for spelling and grammar.

If you require any further CV support, please email apprenticeships@nscg.ac.uk or telephone NEWCASTLE 01782 254287 / STAFFORD 01785 275660.