

Building A CV

Building your CV – Useful words

Listed below are some useful words for use in your CV, they can be used in your key skills or your personal profile, highlight any that you believe apply to you:

Achieved	Easy going	Polite
Adaptable	Effective	Popular
Adventurous	Efficient	Precise
Ambitious	Energetic	Proficient at
Artistic	Experienced in	Quiet
Assertive	Flexible	Reliable
Calm	Friendly	Resourceful
Capable	Hardworking	Responsible
Caring	Helpful	Self-reliant
Cheerful	Improved	Sensitive
Competent	Intelligent	Skilled
Confident	Leader	Sociable
Conscientious	Lively	Steady
Considerate	Motivated	Successful
Co-operative	Organised	Tactful
Creative	Participate in	Versatile
Dependable	Persevering	Volunteer
Determined	Persuasive	Willing

Your Personal Profile

A personal profile is your chance to tell the employer about you in a couple of short sentences; examples of these are:

- An organised and logical thinker who enjoys interacting with other people. A keen learner that is looking for an opportunity to become involved in commerce and administration.
- A hardworking and reliable individual who maintains high professional standards, excellent customer care skills and likes working in a team environment, but is equally capable of working on own initiative.
- A reliable and honest school leaver who is willing to learn new skills. Seeking practical, active employment.
- A reliable, determined and hardworking individual who is accustomed to working accurately under pressure. Now looking to build on past experience in an office environment.
- I have spent 3 years in the armed forces, joining straight from school. I am trustworthy, responsible and outgoing and can work on my own initiative.
- I am a keen individual who enjoys working with my hands and am able to think on my feet. I wish to carry on and develop a career in carpentry and would enjoy the opportunity to bring my skills and experience to a company who would offer me the chance to train further.
- I am a well-motivated, organised person who is able to work as part of a team or on my own. I have excellent IT and communication skills that have developed by recently gaining an NVQ level 2 qualification. I am keen to bring my new skills into the work place to develop a career.

These are only examples of profiles, create your own to suit you. It should be short and to the point, giving the employer an overall view of what you are saying about yourself.

Write an example here:

Your Key skills

These are specific skills that you want to draw to a potential employer's attention. They should be clear and concise but should be backed up with a sentence giving evidence of you displaying these skills. Examples of these are:

- Reliable and well organised: While working for WPBC I had an excellent attendance record and helped to organise the new reception area.
- Able to master new skills quickly: Whilst working for WPBC, new machinery was introduced, after initial training I quickly understood the system and worked on it for over a year.
- Team worker: While a member of a cancer awareness charity I worked in a team with 5 other volunteers to organise fundraising events.
- Good Communication skills: In my spare time I play an active role in the Darts team and often give reports to the committee members and members about up and coming events.
- Excellent customer care skills: While working for the NHS, I was responsible for the manning of the A&E reception desk.
- Computer skills: I have excellent IT skills and have just obtained my Level 2 IT User skills certificate

The examples are skills that could be applied in most jobs; these give the employer evidence that you possess these skills and if you choose evidence that can be checked, the employer can ask about these skills when requesting references. These key skills are very similar to life skills and these can be used if you have little or no employment history. Remember the evidence of the skills can not only come from employment but can be gleaned from many different areas, hobbies and interests, parenthood and day-to-day life.

Now pick three of your key skills and write a short example sentence about each one....

1.	
2.	
3.	

Employment history (most recent first)

Date from	to	Company name and location (WPBC, Weymouth)	Job title and duties (Operative, loading, unloading etc.)

Vocational Training and Qualifications (newest first)

Date	Awarding body	Level	Qualification Title

School Education and Qualifications

Date	Awarding body	Level	Qualification Title

Hobbies/Pastimes.

Additional Information. (such as having a driving licence or can speak foreign languages)

Now you are ready to type your CV, remember:

- Try and fit it all on one page, two at the most.
- When you list your email make sure that it sounds professional and creates the right impression. For example Fluffyhandcuffs@hotmail.com isn't a great email address for job applications. To avoid missing important emails about jobs when they are mixed in with all the Facebook messages or tweets why not have a professional email only for work / job searching making it clear to see and understand your progress.
- If you haven't worked for a while but have taken a course then put vocational qualifications before your work experience.
- Only use recent jobs, if you have been working in a lot of roles only list the last 8
- Keep it honest – don't lie, there's a difference between selling yourself and inventing things! Selling yourself is putting your skills and experience in the best light. Never be tempted to invent qualifications or previous jobs. You might be asked for more information or proof at the interview stage.
- Jobs like bringing up children and looking after a home gives you a lot of experience in a lot of areas, put it in if you have a gap it tells employers why the gap is there.
- Avoid unexplained gaps in your employment history. If you had time out travelling, job seeking, volunteering or caring for a relative, include this along with details of what you've learned and skills you've gained.
- Use the same font and writing style all the way through, with bold and/or bigger font sizes to bring out headings.
- The most important thing to remember is to check for spelling and grammar mistakes. You can't just rely on a spell check on the computer; get someone else to have a look at it. You will always read what you wanted to say, rather than what you actually see when you check it over.

Remember that you can have more than one CV, it is important to make your CV relevant to the job that you would like to work in and the field of work that the company you are sending your CV to operates in.