



POSITIVE CAREER ADVICE

AN EASY GUIDE TO WRITING AN EARLY CAREER CV



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THE IMPORTANCE OF YOUR CV

Whether you are considering applying for part-time work around your studies, an entry-level job or an Apprenticeship programme, you will need to put together a CV. A CV is a standard part of any application process and helps to give employers a clear idea of whether your written communication skills are up to scratch.

The time you spend creating your CV will be a valuable investment in your future. It needs to be easy to read and understand and reflect the best version of you. It should cover all necessary and relevant information and shouldn't include any howlers, including spelling mistakes, that will put a hiring manager off.

There is no one right way to put together a CV and everybody's CV is different. There are some standard headings you will find useful and

some common errors you will need to avoid. However, your CV should be adapted to draw on the skills, strengths, behaviours and values you have developed.

As you progress through your career, you should always update your CV for every job you apply for and adapt it to show you have the qualities and qualifications the employer will be seeking.



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CREATING YOUR CV

Things to consider before you start;

- Choose fonts that are easy to read; Arial, Calibri, Times New Roman
- Font size; approx. size 12
- Keep to font colour black and if you are using another colour for headings ensure that you are conservative with your choice
- Keep to 2 pages max, preferably 1
- Check your spelling, grammar and correct use of capital letters.
- Use the English spell check not the US one. Careful with 'z' when it should be an 'S'
- Ensure that your email address is professional
- Do not share your full address. Protect your personal data.

Creating your Profile/About Me

Choose words that describe you but don't just list them (everybody else does that), back them up with evidence to reassure the hiring manager.

For example;

I am hardworking and polite, and my Manager recognised this during my work experience.

My part-time roles and volunteer work have also provided me with a range of workplace skills such as relationship building, communication and teamwork.

Key Skills

Bullet point your skills mirroring the language which you are reading in the job advertisement. It is important that you do this to ensure that you increase your chances of being shortlisted for the role. (Please read my guide on [Applicant Tracking Systems](#))

Bullet point your

- Key Skills
- Software knowledge
- Work experience skills

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Key Achievements

Consider the following to help you with this: -

- Sports Awards
- Duke of Edinburgh
- Prefect
- Business Enterprise Challenges
- NCS Scheme
- Scouts/Guides
- Extra courses at school
- Quotes from teachers
- Where you have done something extra
- Volunteer/work experience achievements
- Groups/Societies you belong to

Education & Qualifications

Ensure you format your columns and they are aligned correctly with most recent education first. If you are still in education and haven't yet taken your examples amend 'Grade' to 'Projected Grade'.

Work Experience/Volunteering

List your responsibilities and then add a short paragraph describing what you learned and the skills that you developed that will be valuable to the company you are applying to work for.

If you can add a quote from your manager this could be very reassuring for the hiring manager to read.

Interests/Hobbies

Don't just list your hobbies, instead make your hobbies sound interesting. If you have achieved any awards or accolades this could help to promote your attitude and attributes.

GOOD LUCK and don't forget to check out the CV templates you can use on the website