**Candidate CV Advice / Template**

**Your Name**

**Your Address, Mobile No/Email**

**Profile**

Here, you just need a few lines about you, your personality, where you are in terms of education/work, what you are looking to do etc.

*Ask yourself:*

* Are you a recent school/college leaver?
  + If YES, mention this
* Are you passionate about a particular sector? i.e. Childcare, Property, Business
  + If YES, Why? State what it is you’re interested in and why, this is chance to get the Employers interest and really promote yourself
* Now if you do have some work experience, think about the things you’ve done most recently, and what that means, i.e.
* Dealing with confidential records, therefore you are **Trustworthy** and **Respectful**
* Managing customer calls/emails etc. – therefore you have **Good Communication Skills**
* Dealing with complaints and queries – therefore you are **Calm under pressure**
* Managing work alone – which means you are **Independent** and **Self Motivated**

*BUT, it is hard to write about yourself:*

SO, if all else fails, ask someone else!

* How would your Teacher/Mum/Best friend describe you? What would they say your 3 best qualities are? Ask them even!
  + For example, ‘.....is a confident, self motivated and hard working school leaver

**Key Skills**

You want to tell a potential Employer what it is, that you can bring, in terms of your own personal strength, qualities and skills. What is it that makes you the best candidate for the job?

Make sure you **BULLET POINT** these! This will make it much easier for an Employer to read.

*Example skills:*

* Communication
* Organisation
* Customer Services
* Teamwork
* Problem-solving
* Time management
* Motivation
* Adaptability
* Flexibility
* Written communication
* Presentation

**Key Technical Skills**

It’s important that a potential Employer knows what you are able to use, in terms of computer packages, email software, even social media platforms.

*List here all of those that you are familiar using, for example:*

* Ms Word
* Ms Excel
* Ms Publisher
* Ms Outlook
* Ms PowerPoint
* Ms Access
* Social Media Platforms
* Graphic Design tools
* Google Analytics

***Tips & Hints***

*NEVER assume an Employer knows anything about you. It may sound odd, but just because you have listed ‘Ms Office’ an Employer will NOT assume you can use every aspect – you have to TELL them.*

**Education**

*When listing your schools/colleges etc. ALWAYS put the most recent 1st.*

College Name Date from and to

List your Qualifications

School Name Date from and to

List your Qualifications & Grades

**Work Experience**

*As with Education, ALWAYS put the most recent, 1st. Work experience can be paid, voluntary, part-time or full time.*

Employer Name Date from and to

Job Title (if this was Voluntary or a Placement or Work Experience, state HERE)

Duties/Key Responsibilities/Tasks (you choose). Here, you need to list all of the things that you did during that job/placement/work experience. Using BULLET POINTS is the best way to do this.

For example:

* Filing records
* Answering emails
* Serving customers

***Tips & Hints***

1. If you used any computer systems only used by that business, then add them in here too
2. If you were given any special projects to complete, include them. Focus on:
   1. The time given to complete the project
   2. The results of the project

**Hobbies & Interests**

It’s entirely up to you whether you include Hobbies & Interests, but, if you take part in any organised activities outside of school/college, then it’s definitely worth considering them.

Include things like:

* Sports, especially if you’re part of a team, this will help show you are a team player
* Volunteering, this will help demonstrate your compassion for others
* Additional studying, i.e. Languages, software skills, this will show a potential Employer you are both willing to learn self motivated
* Awards – if you’ve won anything, or even been nominated for any activities you are included in, mention them. This will show how hard working you are, and also how proud you are of your work