

## CV Creation: Information, Advice and Guidance.

### 1. Is there only one type of CV?

No, there isn't. Depending on where you are in your career or even the type of job you are applying for, you have several options available. You'll need to decide which is best for you, below we have some advice around what format types you could consider, what to include in each section, and a blank basic CV template to get you started.

The most common types of CV formats are:

**Functional CV format:** This focuses on your relevant and transferable talents that distinguish you from other candidates. It's best suited for people with little relevant job experience for the role in which they are interested.

For example, if you are just starting your career and would like to start an apprenticeship in childcare you could talk about any babysitting work you have done.

**Chronological CV format:** This format focuses on current and relevant job experience in reverse chronological order, beginning with the most recent work experiences in a professional history section.

For example, you may already be happy in your current career but would like to apply for a role in another business.

**Combination CV format:** If you're a junior or mid-level candidate with essential, relevant abilities that match a job description, the combination format is an excellent choice to use when applying for a role.

For example, this CV format can be useful if you have a few years of job experience following graduation. Utilising a combination format CV can help you highlight the abilities you gained throughout your early professional career and relate them to your professional experience.

### 2. When to use a combination format CV

Here are some instances of when you might benefit from using a combination format CV:

- You're a young professional with one to three years of work experience.
- You're a recent college or high school graduate with only a few years of professional experience.
- You're changing your career or industry.
- You've only worked for a few employers but have a consistent work history.
- There are no gaps in your employment history.

## CV Layout

**Your Name**

**Your Address, Mobile No./Email**

### **Profile**

Here, you need a few lines about you, your experience, where you are in terms of education/work, what your achievements have been (so far) and what you are looking for.

#### 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
- If you do have 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**
- What have you achieved during your work experience, have you hit certain targets, implemented processes? Etc.

### **Key Skills**

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

## Key Technical Skills

It's important that a potential employer knows what you are able to use, in terms of computer packages, email software, and 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 such as Photoshop or Canva
- Google Analytics

## Work Experience

*As with Education, ALWAYS put the most recent first. 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 the things that you did during that job/placement/work experience. Using **bullet points** is the best way to do this. If you haven't created a CV for a long time or even before, a good way to approach this is to think about what you did from starting work to when you finished work – it's easy to forget some duties.

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:
  - a. The time given to complete the project
  - b. The results of the project

## Education

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

College Name

Date from and to

List your Qualifications

School Name

Date from and to

List your Qualifications & Grades

## 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. Team culture and fit is a big thing, and it's great to show employers who you are and the things you're passionate about.

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 and 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