



CV template & advice

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Tip 1:

Writing your CV

Your CV should be scannable: name and contact at the top, followed by a short summary, then work experience (most recent first), academic qualifications, and interests. Use consistent dates and short bullet descriptions for responsibilities and achievements.

There are loads of tools and websites that can help you with the layout, style and content. It is good to make your CV stand out – so long as this is done in a professional manner. **Colours, pictures etc should not be used.**

Tip 2:

Translate grades into skills

There is a **significant gap** in terms of what schools teach and the academic qualifications that you attain, and the language that organisations use to describe the skills that they are looking for. A **Core Competency** is knowledge, skill, or ability that contributes to the successful completion of a task on the job. All employees use multiple competencies to perform their job. Think about what competencies you have and refer to.

Skills and core competencies that could include include: Supervising Others, Conflict Resolution, Emotional Intelligence, Communication Skills, Managing Performance, Team Building, Delegation.



Template:

Name

Address

Contact details – mobile & email

Short description of your characteristics, skills and the type of roles you are looking for. No more than three sentences. Clear, concise and impactful so avoid filler content.

Work experience:

Chronological order, starting with the most recent

Role, Company: From – End (or 'Present')

Description using the STAR method to describe what you did.

Three bullet points showcasing what you achieved and it's impact.

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Academic Qualifications

A-levels

Add info about relevant coursework, assignments or projects.

GCSE's

Usually just the grades.

Awards

Showcasing any relevant awards is a great way to stand out from the crowd of applications, and gives something to talk about in the interview!

Interests

Close off with your interests and skills that make you a suitable candidate for the role

(A clear, professional layout and font go a long way on a CV!)

