

An Easy Guide in Writing an Early Career CV



POSITIVE CAREER ADVICE



Improving the odds for
young people

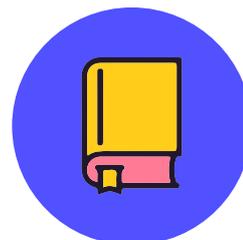
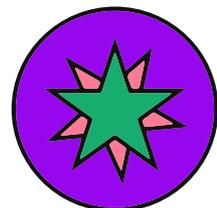
The importance of your CV

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 issues, including spelling mistakes. This will put a hiring manager off.

There is no one right way to put together a CV, as every CV is different. There are some standard headings you will find useful and some common errors you will need to avoid. However, make sure you adapt your CV 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.



Creating your CV

Things to consider before you start:

- Choose fonts that are easy to read, such as Arial, Calibri and Times New Roman
- Your font size should be approximately size 12
- Keep to font colour black. 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. Check for when 'Z' when it should be an 'S' to reflect English spelling
- Ensure that your email address is professional
- Do not share your full address to protect your data

Creating your Profile/About Me

Choose words that describe you, but do not just list them. Make sure you back them up with evidence to reassure the hiring manager that you can demonstrate them in action.

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 to mirror the language in the job advertisement. You must do this to ensure that you increase your chances of being shortlisted for the role.

Bullet point your:



Key skills



Software knowledge



Work experience skills

Creating your CV

Key Achievements

Consider including 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
- Volunteer/work experience achievements
- Groups/Societies you belong to

Education & Qualifications

Ensure you format your columns so that they are aligned correctly, with your most recent education first. If you are still in education and have yet to take your exams, amend 'Grade' to Projected Grade'.

Work Experience/Volunteering

List your responsibilities and then add a short paragraph describing what you learned from them. Include the skills that you developed that will be valuable to the company you are applying to. If you can add a quote from your manager, this could be very reassuring for the hiring manager to read.

Interests/Hobbies

Do not just list your hobby; make your hobbies sound interesting. If you have achieved any awards or accolades, this could help to promote your attitude and attributes.

**Good
Luck!**

