

Nothing to put in your CV?

Get this right and your CV or application form will stand out from the crowd.

Tick any boxes below that relate to you and identify skills and qualities that can be included on your CV. You can then prove to employers that you are the right person for the job.



Make your CV
STAND OUT
in the crowd

✓ or ✗

If you ticked the box it means you have the following skills/ qualities:

Are you / were you almost always on time at school / college?	<input type="checkbox"/>	Good time keeper and you are reliable
Do you / did you have a good attendance record at school / college?	<input type="checkbox"/>	Reliable and enthusiastic
Do you listen and give advice to your friends?	<input type="checkbox"/>	Good communicator
Do you / did you plan and write essays and projects?	<input type="checkbox"/>	Good communicator
Do you / did you answer questions in class?	<input type="checkbox"/>	Confident, able to express ideas
Can you work well in a team? (Think of any project work, group work, or team sports)	<input type="checkbox"/>	Good team worker
Do you / did you help out at school / college? (Maybe at a parent's evening, open evening, as a prefect or by helping teachers set up classrooms?)	<input type="checkbox"/>	Co-operative, responsible, willing to help others

Personal Profile

The first section of your CV should be a short summary, written in the third person, as if someone was talking about you. This gives the reader immediate background knowledge about you and should be about 2 / 3 lines.

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Examples:

- A good communicator who enjoys responsibility and meeting deadlines.
- An experienced labourer who is learning new skills and training as a carpenter.
- A hard working administrator, now looking to further her skills and ready for a new challenge.



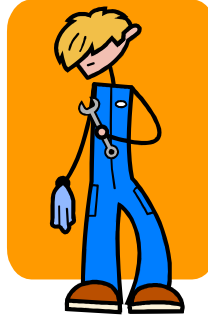
✓ or ✗

If you ticked the box it means you have the following skills/ qualities:

Did you attend on time every day of your work experience?	<input type="checkbox"/>	Reliable, committed, punctual
Were you dealing with the public?	<input type="checkbox"/>	Communication skills, confidence, experience in dealing with the general public
Did you use the telephone?	<input type="checkbox"/>	Communication skills, able to deal with queries and pass on to the relevant people
Did you get on with the people you worked with?	<input type="checkbox"/>	Sociable, able to mix with a wide range of people
Were you able to finish the work set for you? (small tasks, stacking shelves)	<input type="checkbox"/>	Able to listen and understand, willing to ask if you don't understand

Work Experience

Below is your chance to use the table to fill in any extra tasks or responsibilities you had whilst on work experience. This will also prepare you for your job interview.



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Additional tasks and responsibilities undertaken

What skills does this experience give you?

Large empty rounded rectangular box for writing additional tasks and responsibilities undertaken.

Large empty rounded rectangular box for writing skills gained from the experience.

Hobbies / interests

Think about activities you are or were involved in eg. Sports, drama productions, helping out at parent's evenings or open evenings.

Include responsibilities such as being a prefect, member of the school / college council, member of the students union.

Remember to give details that show the amount of responsibility you have had eg helped to organise a football match trip etc.

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Outside school / college

- List any sports you play or clubs you belong to
- Include details of what responsibilities you have outside of education eg looking after younger members of your family, cooking for your family etc.

If you are still struggling

Some examples to give you an idea of how to make yourself sound interesting:

Example: *Reading detective novels, watching sci-fi films, Socialising with friends at my local youth club, swimming twice a week.*

Giving a little bit of detail gives the impression that you have specific interests. Below is an example of how to make yourself look boring!

Example: *Reading, watching TV, going out, swimming*