

COMPLETING YOUR FIRST CV

Writing your first CV can be difficult, especially when you are unsure of what needs to go into it. A CV is all about showing your potential employer what you have managed to achieve so far in your life.

What you need in your CV:

- Education
- Qualifications
- Experience
- Skills
- Qualities
- Knowledge
- Contact Details

And don't be afraid to add a little bit of detail in each of these sections.

THE LAYOUT of your CV is important; separating information into sections is a must.

CONTACT DETAILS

Your contact details should always be at the top of your CV. This is so that should your potential employer want to give you an interview, it is easy for them to find out how to get in contact with you.

- Always give your full address in case the employer wants to invite you to an interview by letter.
- Give your mobile number and your landline (if you have one), this way the employer has plenty of ways to contact you.
- Add your email address as this makes organising an interview quicker.

PERSONAL PROFILE

Sitting just under the contact details, your personal profile is usually between four to six lines long and acts as an introduction to your CV.

- Take this opportunity to tell the employer what is unique about you.
- State why you are suitable for the job.

EDUCATION & QUALIFICATIONS

Stating your qualifications is important for the employer, so make sure that the information is clear and concise by setting out the subjects and grades, and when you took the exams.

- If you are still waiting for your results, make sure to let the employer know on your CV (eg awaiting results, due August).
- If you are working towards further qualifications, be sure to supply that information as well.

EXPERIENCE

Here you should supply any work experience that you have gained, be it paid or unpaid.

- Full time or part time work, permanent or temporary should be included.
- If you have done any work experience or work placements.
- Voluntary work or internships.

INTERESTS

Your interests don't always have to be included on your CV, but it does provide the employer with a bit more information about you. Relevant interests may help you to get the job!

- Include clubs that you may be a part of, for example coaching, sport or theatre.
- You can also include hobbies such as reading, music and films maybe adding the genre you particularly like and why.

REFERENCES

Employers like to see that what you have placed on your CV can be confirmed elsewhere. At some point through the application process you will be expected to provide names and contact details of referees.

- If you are still at school or college, it would be good to use a teacher, tutor, head of year or head teacher as one of your references.
- If you are working or are in work place training, your employer might be willing to be your referee.
- Activities outside of school can also be used as references; for example youth leaders or sport coaches.

AGE/DATE OF BIRTH

There is a common misconception that you have to provide your age and/or date of birth on your CV. However, since 2006 it has been illegal for employers to discriminate against hiring someone due to their age and you are no longer required to list it. But there are restrictions on types of work that young people should do, so sometimes it is necessary to provide it.

- You can only work a certain number of hours each day and at particular times if you are under the school leaving age.
- You cannot serve alcohol if you are under the age of 18.
- If you are under 18, generally you are not allowed to work nights.