

Your CV

CV stands for Curriculum Vitae and it means 'the course of your life'. It tells an employer or college about you and your experience.

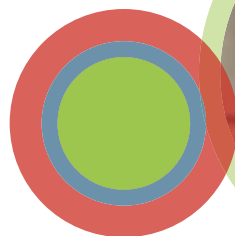
Some job adverts ask you to complete an application form, but if it asks you to send in your details, you should send them your CV and a letter (see **pages 14 and 15** for advice about letters).

Also, if you want to call in or write to employers to see if they have any vacancies, a CV is a good way of giving them details about yourself.

There are a lot of other people looking for jobs, so it is important that your CV looks good.

Here are some tips to help you:

- try to put all the information on one page
- have it word processed
- keep copies so you can use it again
- be positive about yourself
- be ready to answer questions about your CV (such as hobbies or work experience) when you go for an interview
- make sure your CV is up to date.

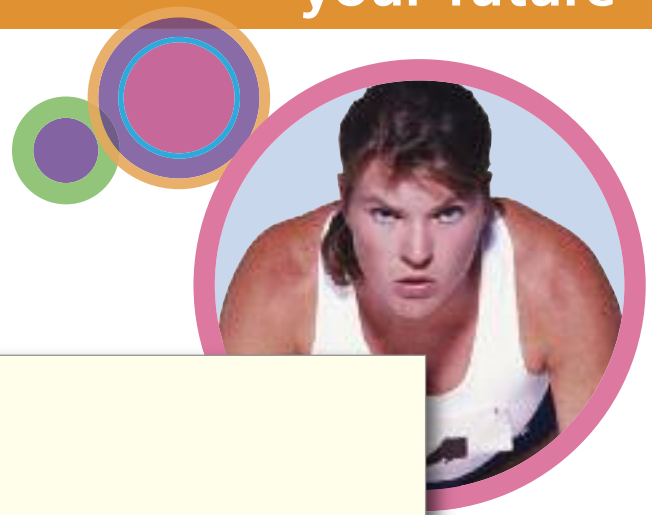


On the next page is an example of a CV >

Make sure your teacher, Connexions Personal Adviser or someone at home checks your CV before you send it off.

- Remember to include all your personal details – full name, address with postcode, telephone number and date of birth.
- Give details of any part-time jobs or work experience.
- Include any interests that are linked to jobs.
- You need to give details of two referees. Referees are people who can give a good report (reference) about you. They should be people who know you, but are not relatives. One should be from your school or college and the other from friends of the family or somebody you have worked for. Ask first before you put their name on your CV.





Alex Smith
50 Main Street
Anytown
Anycounty
HD7 3AL
Tel: 01234 232323

Date of birth: 6 December 1993

I am cheerful, hard-working and like meeting people.

Key skills:

- good at being on time
- able to get on with different people
- keen to learn new things

Education and Qualifications:

September 2005 – June 2010
 Woodhill School, Anytown, Anycounty HD2 6JX

ASDAN Personal and Social Development Entry level 3
 City & Guilds Wordwise and Numberwise
 I also studied art and computing.

Work Experience:

I have done a morning paper round for eight months.

I did two weeks work experience in June 2009 at Greenfingers Garden Centre where I stacked shelves and worked on the till.

I have also done some voluntary work with elderly people, helping to serve the tea and talking to them, which I enjoyed very much.

Interests and Hobbies:

I enjoy athletics, gardening and going to the cinema. I am in my school athletics team and I also run for the Anytown Athletics Club.

References:

Mr T Brown
 (Form Tutor)
 Woodhill School
 Anytown
 Anycounty
 HD2 6JX
 Tel: 01234 567890

Mrs P Jones
 (Athletics Coach)
 23 High Road
 Anytown
 Anycounty
 HD8 4AP
 Tel: 01234 765432