

Sample CV

Your name

Your address

Your contact details:

telephone; facsimile; mobile phone; email address

Your skills:

- Identify those skills that you have gained from your previous employment/college or educational experience. For example, you may have strong analytical skills; have raised money for an organisation – either as a staff member or volunteer; you may have well developed computing skills – if so, you could list the software packages that you are familiar with.

Your education:

- Start by listing your earliest exam successes – O Levels, GCSEs or GNVQs
- Then list any higher level qualifications – A Levels, HNDs or Degrees
- At this point you could list any additional training that you have undertaken, particularly any that relates to the job for which you are applying.

Your employment record:

- Start by listing your most recent employment, and then work backwards to your earliest job. For example, it could look like this –
July 1998 – April 2001 Manager, Zebedee Nursery
March 1995 – June 1998 Assistant Manager, Little Acorns
- You then want to add a brief explanation about what you did in your job, for example, how many staff you managed, how many children there were in your nursery etc. You should also identify your achievements during the time that you worked in that job, eg. In the time that I managed the nursery I filled all the available places and set up a waiting list for other children.
- You should also put in a brief description of what you did and what you achieved and continue in this way until you reach your first job.

Additional information:

- In this section you may want to add some additional information about yourself. You can add such information as, for example, whether you are a car driver/owner. You may be able to speak another language.
- In the past you may have been asked to state your age, whether you were married or single, and the number of dependants that you have. You need not put this information into your CV now, but you can choose to add it if you want to.
- You may want to add information about your hobbies or social activities and this would be a good place to write about any voluntary work that you may have done/be doing.

References:

- You can show here two referees that a prospective employer could contact to find out more about you. It is usual to include your most recent or current employer and somebody who knows you well. These people will be asked to provide background information about how you work and the type of person that you are.
- It is always polite to ask permission of someone who is not a past employer to provide you or a prospective employer with a reference. In this way they will not be surprised if a request for a reference arrives on their desk.

Remember: Try to keep your CV to just two or three pages of typed/word processed A4 paper. It is unlikely that anyone will be able to read more than this, and if you send a large amount of paper to a prospective employer, it just means that they have to take time to wade through it and by page 4 they will probably have stopped reading.