

FROM CV TO INTERVIEW

Writing a CV that works for you



I've never produced a CV before

How will my CV get me that interview?

When would I use my CV?

I haven't updated my CV for a long time

How do I write the best CV?



careerswales.com



0800 028 48 44



Llywodraeth Cymru
Welsh Government



CAREERS WALES HAS PRODUCED THIS GUIDE TO HELP YOU WITH ADVICE AND TIPS ON HOW TO PUT TOGETHER A CV.

The important thing to remember is that a CV should be a reflection of you, your skills, your qualities, your experience and your qualifications. There is no one right way of doing this but hopefully you will find this guide useful.

This booklet can be used separately or in conjunction with the CV Builder on www.careerswales.com

- Register on www.careerswales.com. Find [CV Builder](#) in Tools and Resources. You can choose from a number of free CV templates and save your CV.
- Check out the website too for further information and advice on finding and applying for jobs.
- Call at our careers centres for free access to www.careerswales.com and other career and job related websites.

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REMEMBER:
A CV should be a reflection of you, your skills, your qualities, your experience and your qualifications

WHAT IS A CV?

REMEMBER:
The aim of a CV is to get you an interview – that's its job!

- CV is short for *Curriculum Vitae*
- A CV is an opportunity for you to 'sell' yourself to an employer
- A CV is an advertisement of your skills and experience
- A CV outlines your education and employment history

Are there different types of CVs?

- There are different types of CVs, examples of which you can see in this booklet and on www.careerswales.com. You need to decide which type is right for you and the job for which you are applying.
- You may need to use different layouts and emphasise different skills depending on the needs of the job and/or your particular life stage.
- Different types of CVs are sometimes given names (e.g. Functional or Chronological). We have avoided labels but have given you examples of CVs which differ in style and content.

When would I use my CV?

- **Job Applications** – many employers will ask for a copy of your CV when you apply for a job. Don't just send in a CV – always provide a covering letter or email if you are applying online. (See page 10)
- **Application Form Completion** – your CV will help you to complete application forms by providing all the details and dates of your education and employment history.
- **Speculative Approach** – if you are contacting employers to see if they have any jobs available you can either send your CV with a covering letter or call in with a copy. (See page 11)
- **Telephone Contacts** – some employers will give you an initial interview over the phone. Having your CV to hand will provide you with much of the information you need.
- **Interview memory jogger** – your CV can help with interview preparation. Have a look at what you've said about yourself before you go for your interview!

REMEMBER:
Your CV can help with interview preparation

WHAT SHOULD I INCLUDE IN MY CV?

TIP:
You do not need to include your date of birth – the choice is yours

Your contact details:

- Full name
- Address
- Telephone/mobile phone number
- Email address

Personal Profile

This is a short statement about you, particularly your qualities and goals.

- 4 or 5 lines is about right
- Use positive words – for example hard working, motivated, punctual, excellent communicator, dedicated, loyal, forward thinking – there are many others
- You could use words from the job description as a guide

TIP:
Make sure your email address sounds professional!

Skills

This section allows you to specify the particular skills you have:

- Bullet points work well
- Focus on the skills required for the job – these may be general or very specific
- You can list technical/professional skills

For more help with your Personal Profile and Skills sections see pages 4 & 5 – Personal Profile/Skills – Hints and Tips

Employment and/or Work Experience History

Start with your most recent job and work backwards – this emphasises your current position. Include:

- Job Title first
- Name of Employer (you don't need to include a full address)
- Include the dates you worked there – years will be sufficient if you worked for more than 2 years in one place

REMEMBER:
You must be able to back up any statements at interview

- Brief details of your role including duties and responsibilities. You may wish to give a more detailed account of your current role if it is relevant to the post you are applying for
- Highlight achievements and experience

Education and/or Training Qualifications

Start with your most recent and/or highest level of qualification

- Give the subject, dates and where you studied
- Highlight the most relevant qualifications to the post on offer or the type of work you are trying to secure
- Don't fill a page with lists of qualifications
- Be selective in what you include – employers will be interested in the qualifications that are relevant to the job on offer. For example, if you have a degree you will not need to list all your GCSEs. (See example page 7)

TIP:
You may want to start with this section if you haven't had much work experience

Additional information, interests, achievements, hobbies

You can use any information in this section which you think might be relevant. This may include:

- Voluntary work
- Sports
- Community activities
- Hobbies
- Driving licence

This section is not vital – if you don't have anything to add, leave it out.

References

'References available on request' is sufficient

You will need to provide references, if requested, so approach at least two potential referees. If at all possible one should be work related and the other may be a teacher, lecturer or someone who has known you long enough to give a character reference.

REMEMBER:
You can build your CV on www.careerswales.com. Save it, print it, update it at any time

REMEMBER:
Your CV should persuade an employer to give you an interview

PERSONAL PROFILE/SKILLS – HINTS AND TIPS

These sections tell the employer a bit more about you as an individual which is why they are important.

Try to tailor these sections to the job for which you are applying and emphasise the qualities and skills which are important in the job description.

For example if the job description says that they want someone 'enthusiastic' then say you are enthusiastic!

Personal Profile

Generally speaking employers will be looking for evidence of personal qualities likely to make you a good employee.

As a guide many employers say that the qualities they value most in their employees are:

- Good communication skills
- Ability to work well as part of a team
- Ability to work alone if necessary
- Good organisational skills
- Enthusiasm
- Reliability
- Good timekeeping and punctuality
- Trustworthiness
- Ability to follow instructions
- Work well under pressure
- Motivation

There will be other qualities not mentioned here which are equally important.

REMEMBER:
You may be asked to give examples of your skills and qualities during an interview so keep a few in mind.

Skills

All jobs will require certain skills. These range from very general skills through to complex technical or professional ones. Your CV needs to reflect your skills and the skills the employer is looking for.

A simple example: Your ability to drive is significant for a job which requires you to travel. It is not so relevant for a job which is in an office, factory or shop.

In this section you may include:

- IT, office skills and telephone manner
- Experience/expertise in various software packages
- Ability to work shifts or flexible working patterns
- Supervisory and/or management experience
- Staff management, recruitment and selection
- Technical skills and specialisms, e.g. experience of particular equipment, machinery or tools
- Ability to speak more than one language
- Many, many more not listed which you may wish to include

Just make sure that you can provide evidence of any skills you claim to have – don't claim that you can drive because you once had some lessons!

REMEMBER:
These are just examples, not a list from which you must choose

REMEMBER:
Some people choose to combine their Personal Profile and their Skills into one section. This is fine so long as you get your message across and keep it short



This CV highlights employment history and skills, starting with the most recent job and working backwards:

- It is a simple and standard format
- It could be used by anyone with some work history
- It is particularly useful when staying in the same or similar type of work

Jesse Smith

1 Castle Court • Castleton • CF88 3JY
Telephone: 029 2088 8888
Mobile: 07977 777777
Email : jessesmith@exampleemail.com

Personal Profile

A hardworking and reliable individual who is seeking a position as a Kitchen Assistant. Willing to work shifts and overtime. Excellent timekeeping and punctuality records. Experienced in the preparation and cooking of food, and also in customer service. Holder of a current Basic Food Hygiene Certificate.

Employment History

Kitchen Assistant, 2012 – present

Castle School, Harrison County Borough Council

- Serving and preparing food
- Cleaning the dining area tables
- Undertaking the Assistant Chef's duties to cover leave and absence
- Adhering to all health, hygiene and safety procedures
- Interacting with staff and pupils, and working as part of a team of four

Breakfast Chef, 2005 – 2012

The Castle Hotel, Castleton

Bar Work, 2002 – 2005

The Bear Inn, Castleton

Education/Qualifications

Basic Food Hygiene Certificate (Current)
GCSEs – English, History, Domestic Science, Religious Education
Castleton High School, 2001

Interests /Hobbies

Youth Club Worker 2001 – present day

- Working with young people, organising and supervising activities
- Undertaking administrative work associated with the youth club, and as the committee secretary, writing down aims and objectives
- Working with other members in the organising of fund raising events

Enjoy listening to music, reading and supporting Castleton United

References

Excellent recommendations available on request.

TIP: Jesse has combined her qualities and skills under Personal Profile



This CV highlights skills, strengths and personal qualities. This approach can be useful:

- When applying for your first job
- When returning to employment after a break
- When your work history has gaps or you have made a lot of job changes

Stephen Jameson

11 Stone House Court • Porth • CF1 5SD
Telephone: 01995 387621
Mobile: 07800 0001111
Email: stevej@exampleemail.co.uk

Personal Profile

I have just left school, having gained several GCSEs and am hoping to work as a care assistant. I have very good communication skills which I have developed in school and in my part time job as a sales assistant. I am reliable, hard working and looking forward to starting work and learning new skills.

Skills

- Punctual and reliable
- Good at keeping notes and records
- Good IT skills
- Good at working as part of a team – I am a member of my local rugby team
- Excellent communication skills

Education/Qualifications

Newborough Comprehensive School – 2009-2014

GCSEs

English	Grade C
History	Grade D
Maths	Grade E
Double Award Science	Grade D/D
Welsh	Grade C
ASDAN	Silver Award

School Work Experience

I did two weeks work experience in a care home for the elderly. I was interested because my grandmother lives with us and I help with her care sometimes. I was able to help at meal times and by talking and playing games with some residents. I was also able to observe the work of the care assistants.

Employment History

Saturday job – Porth Town Sports Shop June 2012 to present day

Sales Assistant – displaying stock, dealing with customers, taking payment including debit and credit card payments.

References

Available on request.

NOTE: References would need to include one from school, one from the Saturday job and preferably one from the work experience

CV
3

This CV is specifically aimed at one job type. It is useful when:

- Emphasising skills and achievements relevant to that job
- You have transferable skills
- You are applying for a post requiring very specific, technical and professional skills and qualifications which you possess.

Jack Neill

5 Star Close • Castleton • CT11 1QQ
Telephone: 07777 777444
Email: jackneill@castle.co.uk

Personal Profile

Highly self-motivated with extensive experience of Quality Control, Health and Safety and Management. Excellent organisational and interpersonal skills and the ability to influence and motivate others. An effective team member, who is quick to assimilate new information and keen to take on new challenges.

Professional Skills

Quality Control

- Proficient and experienced in Quality Management and Inspection and in a variety of environments
- Ensuring compliance to all quality standards
- Implementing a continuous improvement policy
- Writing and collating procedures manuals
- Conducting internal audits
- Testing and inspecting products

Health and Safety

- Health and Safety Representative experience
- Ensuring the overall safety of staff
- Checking equipment and premises ensuring the adherence to health and safety guidelines
- Recording of all incidents and accidents as they arise
- Assessing risk and proposing workable solutions

Management

- Supervising and managing staff. Interviewing, recruiting and training staff
- Liaising with other departments and external customers
- Sourcing new materials and arranging trials both on and off site
- Providing technical information for customers, students and research organisations
- Production planning, and ensuring the smooth running of all processes

Employment History

Quality Inspector, Savers, 2012-Present
Quality Technician, Conductors, 2009-2012
Quality Manager, Templates Ltd, 2004-2009

NOTE:
This is sometimes
known as a
Targeted CV

TIP:
Use clear headings,
bullet points and an
easy to read font

Achievements

- Developing a new cleaning process
- Effectively controlled the Quality Department Budget
- Implementing a continuous improvement policy (TQM)
- Introducing Quality Control (SPC) on site
- Responsible for introducing ongoing improvements to existing products and processes
- Health and Safety representative for Production Engineering Department

Education/Qualifications

HNC Engineering, 2003-2004
B/TEC National Certificate Engineering, 2000-2003
C & G Quality Assurance, 2002-2003

Professional Courses

Computer Training: Microsoft Word, Excel and Access
Health & Safety: IOSH Working Safely Certificate
Quality: Internal Auditing
Management: Prince 2 Project Management

Interests

DIY and fishing

References

Available on request

REMEMBER:
Keep it short
(2 x A4 pages at
most) and easy
to read

REMEMBER:
You can try out different
templates and build your
CV using our CV Builder on
www.careerswales.com
Find CV Builder in Tools
and Resources



COVERING LETTER

Remember, if you are sending out a CV in response to a job advertisement:

- Always enclose a covering letter (see example below)
- Address the letter to a named contact if at all possible
- Give details of the job you are applying for and where you saw it advertised

Address line 1
Address line 2
Address line 3
Telephone: 01656 777444
Email: johnsmith@mail.com

Reference 027

25 March 2016

FAO Karen Connor, Personnel Manager
Purcell Blinds
Dare Industrial Estate
Pontypridd

Dear Ms Connor

REF: Position of Administrative Assistant (reference 027)

I would like to apply for the position of Administrative Assistant (reference 027) as advertised in the South Wales Echo on 23 March 2015.

I am experienced in administrative work and have skills and qualifications in a range of software packages.

Please find enclosed my Curriculum Vitae as requested.

I hope you will consider me for the position and I look forward to hearing from you soon.

Yours sincerely,

Signature

John Smith

Encl.

REMEMBER:
Don't forget to
enclose
your CV

SPECULATIVE LETTER

This is a letter to an employer who hasn't advertised a job, but may have available the type of work you are looking for:

- Explain your reason for writing to them (see example below)
- Try to find a named person to send it to – often the Personnel or Human Resources Manager, the company manager or the owner

Address line 1
Address line 2
Address line 3
Telephone: 01656 777444
Email: johnsmith@mail.com

25 March 2016

FAO Karen Connor,
Personnel Manager
Purcell Blinds
Dare Industrial Estate
Pontypridd

Dear Ms Connor

I would be very interested in working for your company.

I am experienced in administrative work and have experience and qualifications in a range of software packages which I believe you use at Purcell Blinds.

Please find enclosed my Curriculum Vitae which outlines my qualifications and experience.

I hope you will consider me for any vacancies which you may have within your company.

Yours sincerely,

Signature

John Smith

Encl.

REMEMBER:
Don't forget to
enclose
your CV



REMEMBER:
The presentation
of your CV can
be as important
as the content

CHECKLIST

Finally when you have completed your CV, check all the points below. Remember if your CV doesn't look professional the employer may not even read it!





- Keep it short (2x A4 pages at most) and easy to read.
- Don't overcrowd the document – use the white space.
- Employers will expect CVs to be word processed on good quality paper.
- Use clear headings, bullet points and an easy to read font.
- Check your spelling, grammar and punctuation
If possible, get someone else to check it for you.
- Writing CV/Curriculum Vitae at the top is optional – it is not necessary.
- Remember to keep your CV up to date.
- Always send a covering letter or email with your CV.
- Don't put anything in that isn't true – you will get caught out!
- If you get help with writing your CV make sure that you have checked everything that appears in it. Sometimes words and phrases can be used by others which you would never use yourself and you may not understand. They have no place in your CV.

If you are applying for a specific job:


- Check your CV against the Job Description to make sure skills are covered.
- Try to focus the CV on information relevant to the post.
- Talk to staff at your local careers centre about anything you are unsure of.

CONNECT


Careers Wales provides free, impartial information and confidential advice and guidance, whatever your age or situation.

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Telephone: 0800 028 48 44 Lines are open between 9 am and 6 pm Monday-Friday. Calls from a landline are free but standard mobile rates apply. If you call from a mobile let us know your telephone number and we will call you back free.
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www.careerswales.com is full of information, advice, facts, stories, tools and games that will help your child make informed choices.
- 
Web chat: Chat to us live online from careerswales.com using Web chat.
- 
Email us: post@careerswales.com

Our services are available in English and Welsh

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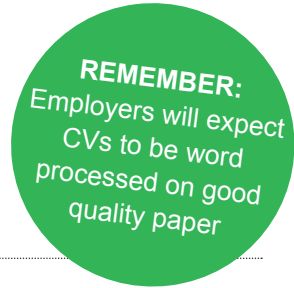
REMEMBER:
Keep your CV
up to date

NOTES

Your contact details

Personal Profile

Skills



Employment and / or Work Experience

Education and / or Training Qualifications

Additional information

References
