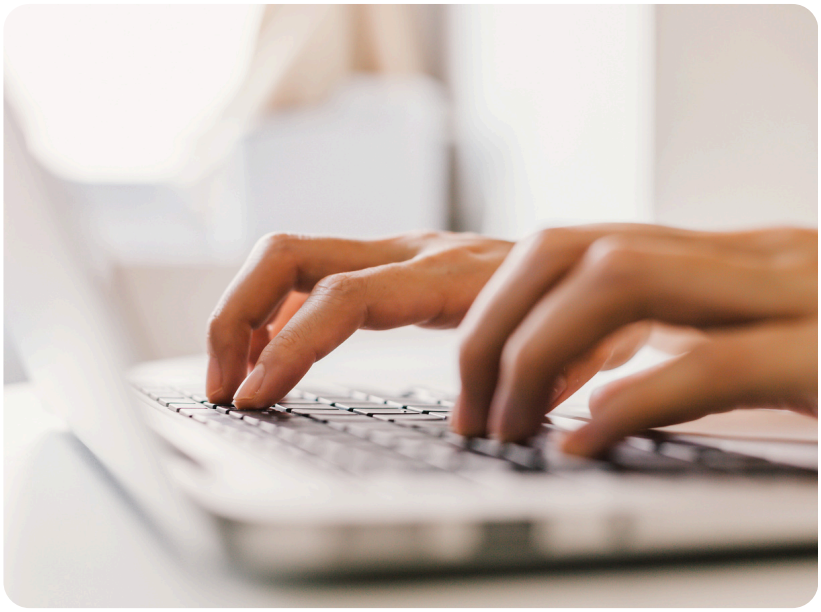
The Education People

KENT CHOICES

Top tips for creating a CV



Top tips for creating a CV

A CV is your first chance to promote yourself and a good CV helps to show an employer that you're the right person for the job or apprenticeship.

Here are some top tips to help build your CV.

What to include

- Your **full name**, **phone number** and **email address** (is your email appropriate?)
- **Personal statement:** A summary of your skills and abilities, and why they should employ you. It is important that this is tailored to each vacancy you apply for.
- **Education history:** name of schools attended, predicted and achieved grades.
- **Work experience:** the employer's name, responsibilities you have had, skills you have learnt.
- **Hobbies:** what hobbies and interests do you have that may relate to the role?
- **Skills:** your skills, transferable skills, employability skills relevant to the role.
- **References:** This could be a teacher, tutor head of year etc. Don't list their contact details, simply write "References available on request." Make sure to always get permission before sharing their details.

You should tailor your CV to the job or apprenticeship you are applying for.

Check your CV for spelling and grammar errors-ask someone else to proofread it too .

Make it easy to read

Use a clear font: Arial, Calibri or Times New Roman. Use a font size between 10 and 12.

Always use the same style throughout.

Use headings and bullet points to make it easier to read.

Be clear, to the point and keep it short (usually one page whilst you're early into your career).

Always double-check your spelling and grammar.