

How to write a

Cracking @V

You don't need to say 'Curriculum Vitae' at the start of your CV. Begin with your name.

JOHN THORPE

17a Christmas Way, Abingdon, Oxon OX99 2PQ
Email: johnthorpe@inter.net
Tel: 01449 123456 Mobile: 07759 234567

Education and qualifications

2008–present *Abingdon Secondary School*
A levels (predicted): Maths (B), Physics (C), Chemistry (C)
BTEC Level 2 Diploma in Engineering (Merit)
GCSEs: Maths (A), Physics (A), Chemistry (B), Biology (C), English Literature (C), English Language (B), Geography (C), IT (B)

Employment and work experience

2014 (2-week placement, August) *Civil Engineers & Building Design, High Street, Abingdon*
Shadowed design team and attended design meetings. Used technical computer programs, including AutoCAD 2014. Helped to compile reports for clients. Performed necessary administrative tasks and gained an understanding of all departments.

2014 (July) *South Oxfordshire Holiday Park, Wallingford*
Helped caretaker with repairs and maintenance, including cleaning and gardening.

2011–present *Customer service assistant, Tesco, Abingdon (part time)*
Working on the checkout and at the customer service desk. Has helped develop my commercial awareness and communication skills.

IT skills

Good working knowledge of AutoCAD 2014, Excel and Word.

Interests

I am a keen footballer and have played in the school team for the last five years. In the year I was captain (2012) we came second in the county league. I have volunteered as a football coach at local primary schools' after-school clubs and have tried and enjoyed many other outdoor activities, including kayaking and climbing.

References available upon request

Include contact details: phone numbers, an address and an email address (make sure this is sensible and sounds professional). You don't need to include your date of birth or age.

If you aren't writing a covering letter, you can include a personal statement at the beginning of your CV that describes your strengths and why you are interested in the career. If you do this, keep it brief – ideally two to three lines and not more than 60 words. We've started this CV with education and qualifications instead. Employers will expect to see education and qualifications covered near the top of your CV.

If you've attended more than one secondary school, list the most recent first. You don't need to include your primary school.

If the apprenticeship or job you are applying for specifies that you need specific exam grades, show that you have them.

Employers won't expect you to have lots of relevant work experience, but they will be interested in any that you do have. Give some details about what you learned and contributed.

You can provide a brief description of any full-time or part-time jobs you have had, explaining your responsibilities and achievements.

Employers will be keen to find out about your skills, for example, IT, team working, customer service and communication skills. If it's relevant to the role, mention that you have a full clean driving licence.

You don't have to include a section on your interests, but this can be a good way to tell employers about your strengths and give them a sense of what you might be like to work with.

You don't have to include this. Employers will assume you have references and will follow them up if you get through to the next stage. You definitely don't need to include contact details for them.

Putting any voluntary work you have done on your CV helps to create the impression that you are committed and motivated. Include any fundraising, involvement in teams, positions of responsibility and awards