CV Checklist

Do:

- · Be positive and bold
- · Highlight your relevant skills and experience
- Use evidence
- · Check spelling and grammar
- · Change your CV to match each job you apply for

Don't:

- Lie
- Use more than two pages
- Include your date of birth
- · Leave gaps in your school or work record

Cover letter guidance

The top tip for any cover letter is to keep it to the point; ensuring it doesn't put the reader off with too much detail and grabs their attention. Aim for roughly 200 to 250 words, broken into short paragraphs with the focus on key information, such as:

- The job you're applying for
- The documents you're enclosing (your CV, application form, portfolio)
- Why you want to do the job, and work for the organisation specifically
- Why they should hire you: your skills and experience and what might separate you from other applicants
- Any achievements you are particularly proud of that demonstrate relevant or desirable skills and attributes
- When you can start

SUSAN FREEMAN suligrant.com september 29, 2020 Statibucks RE: Coffee Shop Asistant Dear Hiring Manager, I was excited to learn about the Coffee Shop Asistant position with Statibucks posted on your company website and would greatly appreciate your considering my placement in this role. Having reviewed the position requirements, which closely align with my qualifications, I believe that I will be a valuable contributor to your agraphication's goads. While in school, I spent time building my skills in order taking and payment processing, I am focused and diligent when managing workloads and prioritating tasks to meet desadlines. I thinke in environments where I am able to make a direct impact, utiliting abilities in safe food handling and complex problemsolving to that solutions and achieve results. My academic experiences have greatly contributed to the development of my decision-making, customer service and communication skills. I excell of communicating both clearly and professionally with co-weekers, management and customers. I look forward to specifing with you Untert to provide details of my background and those qualities which I believe will be an asset to Statubucks goads. Please take a moment to review my enclosed resume. Thank you for your time and consideration. Sincerely, Susan Freeman

Useful links and information

https://www.skillsbuilder.org/

https://www.cvplaza.com/cv-personal-profile/how-to-write-a-personal-profile-statement/

https://barclayslifeskills.com/

https://www.topcv.co.uk/career-advice/include-awards-on-cv?utm_source=newsletter&utm_content=original&utm_medium=email&utm_campaign=week_136_new_sletter_topcv&at=WcHAxn5pGVLk7RMKORMm70vKNF2m9ez5r













Building a CV

Preparing for your future

STUDENT WORKBOOK

CONTENTS

Skills section
Blank CV template
Personal profile examples
Help to write your personal profile
CV Checklist
Cover letter advice
Links to useful websites



| My Interests | My experiences / activities | My top skills |
|--------------|--------------------------------|---------------|
| | | |
| | | |
| | | |

Examples of personal profiles

I am a proactive person with the commitment to achieve my goals. I successfully organised a local event for my music club, via social media. I have the ability to understand and use ICT/social media platforms. The event had over 100 guests and I was congratulated in part for its' success.

I am a caring and patient person who has experience of supporting others. I have shown responsibility and time keeping skills while helping to care for a relative. I am able to respond to requests appropriately and in a sensitive way. I enjoy learning about behaviour and psychology and hope to study this post 16.

Help to write your personal profile

My Experience transforms me into:

| MY ACTIVITY | MY SKILLS |
|--|--|
| Work Experience | Punctuality, responsibility, team worker |
| Socialising | Initiative, conversationalist, ideas person, peacemaker |
| Hobbies | Self-discipline, commitment |
| Sports/music/drama/arts | Skilful, curious, refreshing, dedication, patience, team player |
| Computers | Manual dexterity, coordination, competitive, technical |
| Reading | Knowledge, imagination, concentration, calmness |
| Travel/holidays | Inquisitive, knowledge, planning, budgeting, organisation, cultural awareness, leadership, languages |
| Looking after relatives | Patience, responsibility, sense of humour |
| Head of | Confidence, diplomacy, responsibility |
| Volunteer | Social conscience, reliability, motivation, caring |
| Languages | Intellect, cultural interest, written/spoken ability, |
| | Interpreter, sensitivity, communicator |
| Youth group/Cadets/Campaigning group etc | Discipline, loyalty, commitment, group member |

This is me:

| THIS IS ME | I AM A |
|---|---|
| A good laugh | Gets on well with people of all ages |
| Sociable, chatty, bubbly | Good communicator, confident |
| Bossy | Has leadership skills |
| Likes to be the centre of attention | Confident |
| Easily distracted | Open to new ideas and suggestions, flexible worker |
| Bit of a daydreamer | Creative thinker |
| Friends come to me to talk about problems | Sympathetic, good listener, caring attitude |
| I'm laid back | Able to stay calm and work well under pressure |
| Made wrong option choices at | Willing to train and gain further skills and qualifications |

CV Template

| F | Personal details (name, address, email, phone) | | | |
|----------------------|--|--|--|--|
| | | | | |
| Professional profile | | | | |
| | | | | |
| | | | | |
| | | | | |
| Skills summ | ary | | | |
| 1. | | | | |
| 2. | | | | |
| | | | | |
| 3. | | | | |
| Education | | | | |
| | | | | |
| Work Exper | ience | | | |
| | | | | |
| Personal int | erests | | | |
| | | | | |
| References | x 2 | | | |
| | | | | |

Positive words

Capable, Friendly, Enthusiastic, Calm and Relaxed, Reliable, Well Motivated and keen to learn, Self-motivated, Punctual, Honest and Trustworthy, Good team worker, Hardworking, Competent, Responsible, Organised, Committed, Adaptable

Sentence Starters

| l enjoy | I learnt to |
|----------------------|---------------------|
| l improved | I am interested in |
| I was chosen to | I was fascinated by |
| I have experience of | I passed |
| I am good at | I raised money for |
| I want to | I learnt I am |