

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

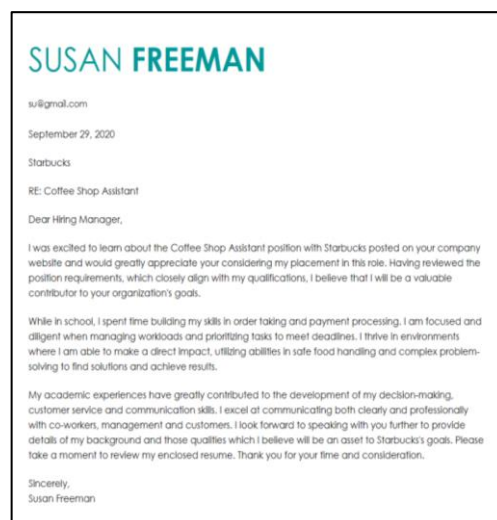
Don't:

- 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



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_newletter_topcv&at=WcHAXn5pGVLk7RMKORMm70vKNF2m9ez5r



Building a CV

Preparing for your future

STUDENT WORKBOOK

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WIN WESSEX
INSPIRATION
NETWORK

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

Personal details (name, address, email, phone)

Professional profile

Skills summary

1.

2.

3.

Education

Work Experience

Personal interests

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

I enjoy	I learnt to
I 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