



HOW TO WRITE A CURRICULUM VITAE

'Curriculum Vitae' is Latin for 'Course of Life'. It is a fact sheet which outlines a person's education and work history and is usually prepared for job applications.

Some employers prefer to receive applications which have been made by yourself as they feel this tells them more about your ability to present yourself effectively than using an application form.

A perfect CV is a well structured easy to read presentation of your capabilities and accomplishments. It is designed to convince a potential employer to INVITE YOU FOR INTERVIEW.

Every sentence Every word on the document should be carefully chosen to win you an interview.

It must be brief, relevant and flattering. It demonstrates your communication skills and reflects your attitude to work and is, therefore the most important document a Job Seeker can produce.

A perfect CV is a SELF ADVERTISEMENT. You have to 'sell yourself' to an employer so be positive about your skills, qualifications and experience.

CONTENT OF THE CV

CV's usually include the following information:

- **PERSONAL DETAILS:** your name, address, telephone and date of birth.
- A summary of your **EMPLOYMENT** experience: the people you have worked for and the jobs you have done.
- A summary of your **EDUCATION AND TRAINING** experience: the schools, colleges, training courses you have attended and details of any qualifications or certificates.
- Details of any **VOLUNTARY ACTIVITIES** in which you have taken part.
- Information about your **INTERESTS:** the things you do in your leisure time.
- **ADDITIONAL INFORMATION:** for example: whether you have a driving licence, speak any language other than English, or have any other skills or interests that have not been mentioned.

ESSENTIALS OF THE CV

- It should be word processed.
- Information should be presented in a consistent way.
- It should be immaculate (no finger marks or tea stains).
- It should be clear and easy to follow.
- It should not exceed two pages of good quality A4 paper.

WRITING A CV

There is no single standard way in which to write a CV but the suggestions throughout this leaflet will provide you with professional looking documents.

Unless you are sending blanket mailing to several organisations at the same time, you should adapt your CV to each job you apply for.

- Look carefully at the person specification, the job description and the original advertisement as well as any other information you have.
- Go through them word by word, underlining those words which are important to the job.
- As you write your CV, try to weave these words into your writing so that those reading it can see easily how you match the requirements.
- Make sure you present the information in a consistent way. For example, do not mix different ways of writing dates.

BE POSITIVE

Make your CV sound positive by using positive words. For example, in the section outlining the tasks which you did over and above the norm, you might be able to say something like 'Particularly enjoyed, 'Was successful at, and so on.

THE RIGHT WORDS FOR THE JOB

Part of your time should be spent on finding just the right words to express what you actually did. Choose your words carefully to give the correct impression. Do not settle for the first word that comes to mind.

Instead of 'sorted' something – did you 'catalogue', 'grade', 'file', 'classify', 'arrange', 'group', 'separate', 'organise', 'order' or 'filter'?

Use your thesaurus mercilessly until you are really confident with the result.

GAPS IN YOUR CV

CV's should always be honest but there are ways of telling the truth. Some CV's for example:

- Show only the year that people started or finished jobs rather than the month and year so that short gaps in employment can be 'lost'.
- State that a course or examination was taken but do not say whether or not it was completed or passed.
- Show tasks and responsibilities in an order which does not reflect the amount of time spent on them.

Remember that a trained interviewer may well spot these 'information gaps' and question you about them.

PRUNING

Writing a winning CV is hard work. Your first attempts will probably be far too long so get pruning! Never write on the back of a sheet of paper – always use a new sheet.

USEFUL PHRASES FOR CV'S

Here are some active buzz-words which may help you describe your role at work:

Coping with routine....

Conscientious
Consistent
Controlled
Economical
Efficient
Manage
Performed

Working with others.....

Advised
Counselled
Facilitated
Guided
Managed
Negotiated
Participated
Presented
Recruited
Supervised

Accomplishments....

Achieved
Co-ordinated
Created
Developed
Formulated
Modernised
Interviewed

Initiating.....

Designed
Developed
Devised
Directed
Established
Formulated
Innovative
Motivated
Negotiated
Organised
Originated

Trouble shooting

Implemented
Improved
Initiated
Inspired
Instigated
Interpreted
Introduced
Investigated
Recommended

REMEMBER

Your CV must communicate two messages to a potential employer:

- 1) You must have the capacity to do the work that needs to be done.**
- 2) You can produce tangible results for your employer**

On your CV specify your skills, knowledge and ability to do the job required. Demonstrate your ability to produce future results and be a valuable asset to the company by describing results you have produced in the past.

A **dynamic** CV should tell an employer what your skills and strengths are, the type of person you are, your qualifications and interests. It should focus on who you are now and in which direction you wish to move in the **future** building on **past** experiences.

Dynamic Descriptions

Use words which add diversity and energy to your covering letters

Examples

ambitious
caring
committed
confident in my abilities
consistent(ly) provide quality service
cooperative
creative team member
determined
diligent(ly)
diplomatic
dynamic public speaker
eager
effective
efficient(ly) implemented a new filing system
energetic
enthusiastic
excellent
extensive..... experience working with
focused
innovative..... approach to
motivated
poised under pressure of deadlines
positive team member
productive
professional at all times when dealing with customers
proficient typist at 80 words per minute
quick
reliable
sensitive
sincere interest in
skilled/skilful
substantial
successful/success orientated
team player

Using dynamic words in your cover letter will catch an employer's attention

Example

A motivated and conscientious nurse, I make a patient's needs my priority. Patients have said that I am quick, reliable and caring, qualities I feel are essential to my being an excellent nurse.

SAMPLE CV

Linda Vernon

33 Shortmead Road
Allerton
Derbyshire
DB3 5TF

Telephone: 01653 446894

Mobile: 07890 123456

Email: lindav37@yahoo.co.uk

PERSONAL PROFILE

An energetic, professional and self-motivated manager with significant experience gained with major employers in the field. Has proven skills in setting and achieving goals through the development and motivation of staff.

SKILLS AND ATTRIBUTES

- Improved efficiency of service in two significantly different environments
- Good communication skills
- Well organised
- Confident and creative approach to managing staff
- Successfully introduced comprehensive staff training programmes
- Established systems and procedures for large-scale catering operation
- St John Ambulance First Aid Certificate

EMPLOYMENT HISTORY

- | | | |
|----------------|---|--------------------------------|
| 2008 – Present | La Noisette Restaurant | <u>Assistant Manager</u> |
| | <ul style="list-style-type: none">• Responsibility for the day to day running of restaurant• Supervising restaurant and bar staff• Introduced improved staff training schedules | |
| 2001 – 2008 | Lambourne Health Trust | <u>Catering Supply Manager</u> |
| | <ul style="list-style-type: none">• Responsible for planning and delivery of catering services for 2 Hospitals, 4 nursing homes and 4 residential facilities• Responsible for budget planning• Managed up to 20 members of staff• Improvement of service efficiency led to cost reduction of 12% | |

EDUCATION, QUALIFICATIONS & TRAINING

- | | |
|-------------|--|
| 2001 – 2006 | Restaurant and Catering Association
NVQ Level 3 Catering
NVQ Level 3 Catering Management
Hygiene Certificate |
| 1999 – 2001 | Dorning College of Technology, Combe, Dorset
City & Guilds Catering Certificate |
| 1994 – 1999 | Bordingham Comprehensive, Bordingham, Dorset
GCE 'O' Levels, 7 subjects including Maths and English |

INTERESTS

* Active member of local environmental group * Member of Wine Society * Reading

PERSONAL INFORMATION

Date of Birth: 7th September 1983
Full, clean driving licence

REFERENCES

Available on request