





# CV TIPS

-  **Full name**
-  **Home Address** Keep to one line
-  **Contact details** Mobile and landline number (only provide details used)
-  **Personal email address** Make this professional and monitor for replies regularly

## Personal Statement

This section is a chance to summarise your **background** and **qualities** to showcase your **experience, qualifications** and **enthusiasm** for the role and the employer, together with your **commitment** to your career.

## Key Skills and Achievement

Focus on your **skills** and **experience** to add to your personal statement, use supporting examples. Explain **what you did, how you did it and what was achieved**. Provide details of how you have worked in teams or with/leading others; how you have interacted with **clients** and **colleagues**. This can also be related to Junior Achievement, Duke of Edinburgh, sporting teams, clubs, and associations, voluntary and fundraising roles.

## Employment History

List your employment history in **reverse order**, starting with your most recent job. This may include **holiday** or **part-time** work if you are applying for your first role.

**Your Job Title**

Cashier

⋮

**Company Name**

ABC Shop

⋮

**Dates from and to**

Jun 2024 - Aug 2024



Always add context, describe duties and personal responsibilities eg. **'serving customers, replenishing stock, balancing the till'** don't use generic description such as 'shop work'.



## For Each Role

- Bullet point any **responsibilities** within your work, ensure it's **clear** and **easy to read**, summarise the relevant **qualities** and **experience** you have gained - describe **actual duties undertaken**, not generic headings.
  - Find a style that represents the **depth** and **breadth** of your role, include specific **achievements** relevant to the role you are applying for.
  - Remember who will be reading your CV - and what they would **want to know**.
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## Training and Qualifications

List any relevant **courses** and **qualifications** with the level or grade if appropriate, again with most recent first. **Ensure these are accurate**.

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## Awards and Memberships of Professional Bodies

Listing relevant **awards** & **memberships** adds value to your CV and the role applied for.

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## Interests

Outline hobbies and interests; provide **links** to any websites, biogs or portfolios if appropriate and of value to your application.

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## Referees

Provide two referees, usually people you used to work for, or state 'Available on request'. Make sure you **gain the permission** of the people you are using for this purpose.