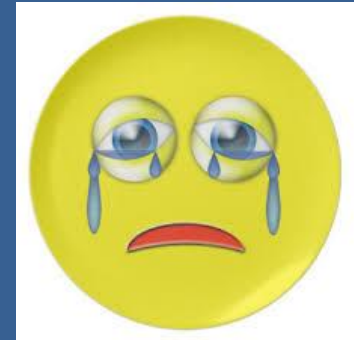


Preparing for life after Bemrose

How to write a 'Good' CV :



Aims and Objectives

By the end of the session you will be able to:

- Recognise the importance of writing a good CV.
- Recognise the importance of proof-reading for spelling, punctuation, grammar and meaning.
- Proof-read a “bad CV” and suggest ways of improving it.
- Identify your own skills and personal qualities.
- Draft and type up your own CV.



It is all about YOU!

“CVs are an opportunity to show an employer why you are an ideal candidate for the job”

A good CV will:

- Stand out from the crowd.
- Draw attention to your relevant skills, experience, achievements and potential.
- Create such an impression on the employer that they will not be able to turn you down for interview.

Please remember that :

- Everyone has potential
- Everyone has more skills than they think they do
- Everyone can write a good CV



Proof -Read

- Proof-reading is an absolute must, although it seems obvious but it is often overlooked. The main aspect of good CV writing is proof-reading for spelling, punctuation and other errors.
- CVs should be checked, drafted, re-drafted and then checked again.
- Make sure that your CV is the best document you possess. It could make all the difference to get you that interview!



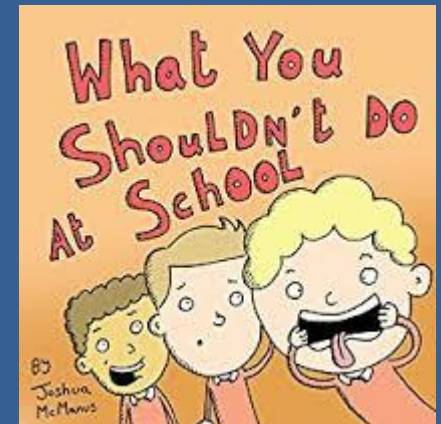
What you must DO:

- Use a standard font size in black ink.
- Include recent and relevant work experience (paid *or* voluntary).
- Be consistent in your layout.
- List your skills and achievements and back up with evidence.
- Keep it short (maximum 2 pages).
- Use positive action verbs such as “organised, delivered, accomplished, achieved”.
- Include a statement about your career aspirations and what you have to offer the employer.
- Be honest but positive (negatives can always be turned into positives).
- Proof-read for spelling, punctuation, grammar and meaning.
- Get someone to check it for you.



Don't.....

- Do it in a rush.
- Leave gaps in employment.
- Lie.
- Include irrelevant personal details such as marital status.
- Simply write a list of duties under work experience (remember you are selling yourself!).
- Use flashy or large font.
- There is no single way to write a CV. It is *your* document and can be structured and presented as you wish within a basic framework.
- The important thing to remember is that this is the ***first impression*** an employer will have of you. It is your marketing brochure through which you are trying to sell yourself.



CV Template

Name

Address, phone number and email

Personal statement

Education

Current Employment

Training and Certificates

References
