**We have some great tips and advice to make sure your CV stands out from others**

The most important thing to remember is to keep it simple and easy for the employer to read. Only include your most valuable skills and make sure to present them in a way that is easy for the reader to follow. You only have a small window of time to get their attention.

**How does it look:**

* Keep it simple - use short snappy sentences that get to the point.
* Break up different parts of the document - make use of headings and bullet points.
* Do not use silly email addresses - if yours is not very professional you will benefit from creating a new one.
  + **s.ali23@gmail.com** is more professional than **fluffyrabbit9185@gmail.com**

**Who is it aimed at:**

* Make sure your CV is changed depending on who you are sending it to. It’s OK to have a general one, but you should edit this slightly each time you apply somewhere, to make it more relevant and specific to each job.
* Think about what specific skills that job requires and make slight changes. Take key words from the person specification or job advert, and add them in.

**Keep it short:**

* Stick to the two-page rule, two sides of A4 is plenty.
* Unless you have a lot of work experience or qualifications, 1 side will be enough.

**Places to find more help:**

* Find more examples to help you complete your CV on the following [website](https://www.reed.co.uk/career-advice/six-ways-to-make-your-cv-stand-out-from-the-crowd/#:~:text=Six%20ways%20to%20make%20your%20CV%20stand%20out,job%20...%206%20Don%E2%80%99t%20forget%20the%20basics%20).
* You could also make use of this [website](https://www.totaljobs.com/advice/10-cv-mistakes-to-avoid), so you know what to avoid.
* If you think your CV looks a little thin, its worth considering taking on a volunteering role or looking for work experience.
  + A quick Google search will bring up lots of volunteering and work experience options, try to select one you think will be suitable to future career choices.
* You could also look at free online courses, there are lots of options available.
  + [National Citizens Service](https://wearencs.com/) or [alison.com](https://alison.com/) offer some great opportunities.

On the next pages, you will see examples of how to create a CV along with explanations for each section. We also have some examples which you can use to create your own CV on.

**Remember to always check your spelling and grammar - it is useful to let someone else read it. Or to leave it for an hour and then read it again with fresh eyes – you would be surprised at how many simple mistakes you find!**

**Sections of a CV in detail**

**Personal Profile:**

* Your personal profile should distinguish you as an individual from other candidates.
* It should give a brief outline of you and should characterise what kind of person you are.

**Key Skills and Qualities:**

* There are three types of key skills: transferable, job-related, and adaptive.
  + Transferable – skills learnt in one field of work that can easily be adapted to a different field.
  + Job-related – skills or qualifications that are directly relevant to a specific job.
  + Adaptive – skills that are difficult to prove because they cannot be proven by experience but by personality traits.
* You should match your key skills and qualities as closely to the job description as possible.
* Select the ones most relevant for the job. Punctuality is not a great example as the employer will assume you will get to work on time.

**Education:**

* This should demonstrate any qualifications you have gained and any education settings you have attended.
* Make sure the dates and grades are accurate, you will be asked to show these if you are offered the job.

**Work Experience:**

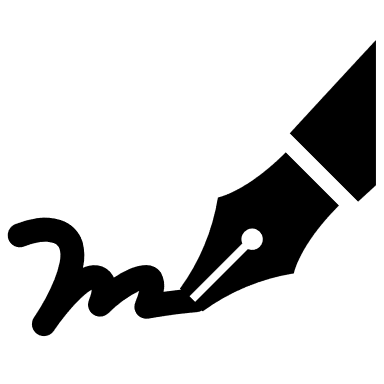
* Include any work experience you have done, paid or unpaid, with friends and family, or whilst at school/college.
* Try to include voluntary work if you have done this - The Duke of Edinburgh award is always a good option.

**Other Achievements:**

* Any relevant achievements can be demonstrated in this section.
* Often these relate to short courses or residentials you have done at school such as Duke of Edinburgh award.

**Hobbies:**

* Putting your hobbies on a CV can strengthen your job application and help you get an interview.
* It helps you to stand out as an individual and helps the recruiter to think of you as a person.

**CV Layout**

**Full Name**

Address including your Postcode | Email address | Phone number

**Personal Profile**

This section should clearly describe you as an individual, what skills you could bring to the business and what kind of working you are looking for

**Key Skills and Qualities**

You could include examples of when/how you have demonstrated these skills. For instance: teamwork, communication, time management, adaptability, initiative, proficient with Microsoft Office applications.

**Education**

Include which school you attended and the dates to and from, along with the grades you gained. For example

**Sheffield City Centre High 2017 – 2022**

* Maths 3
* English 2
* Science 4
* Physical Education 3

**Work Experience**

This should include any work experience you have gained, including any you completed whilst at school and then anything else

**Bill’s Butties**

* 2 weeks work experience (2017)
* General tasks carried out in the sandwich shop
* Serving customers, cleaning tables, washing pots

**Other Achievements**

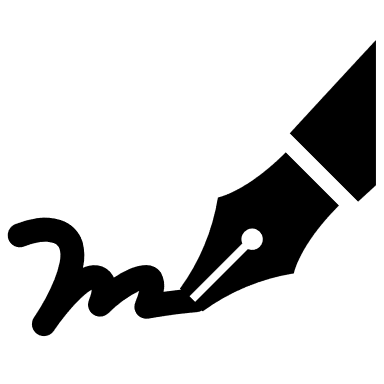
Football coach for an under 16 team – training twice per week

Gold Duke of Edinburgh Award

**Hobbies**

Demonstrate any hobbies you have, ideally these would show similarities to the job role you have applied for. Or they might just demonstrate your commitment to something, such as a sport.

**References on request**

**CV Example**

**Lee Ali**

**22 Street, Sheffield S1 1AA | lee.ali1@email.com | 07700000000**

**Personal Profile**

I am reliable worker with an excellent record of attendance and the ability to work to a strict schedule. I have great communication skills and enjoy working as part of a team. I am looking for an apprenticeship in electrical engineering.

**Key Skills and Qualities**

* Teamwork and communication demonstrated during my work experience.
* Time management skills shown when completing my CSCS labourers course.
* Proficient with Microsoft Office applications.

**Education**

**Sheffield City Centre High 2017 – 2022**

* Maths 2
* English 3
* Physics 3
* Chemistry 4
* Biology 3

**Work Experience**

**Sheffield Electrical Services (6 weeks work experience 2022)**

* Help to set up and tidy away on jobs
* Speaking to customers
* General labouring tasks for a team of electricians

**Other Achievements**

Health and Safety Level 1 Certificate

CSCS Green Labourers Card

**Hobbies**

I have always had a keen interest in running from a young age. This started off during my school years, where I competed in the cross-country team. I have since gone on to continue this hobby, completing 10k and half marathons.

**References on request**