

The **Park** Guide to:
Curriculum Vitae's


The
good
the 
bad
&
the 
ugly 

Park
career shapers

The **Park** Guide to: ***Curriculum Vitae's****

*(*that's CV's to you and me)*

While it probably won't get you the job all on its own a good Curriculum Vitae or CV can be the difference between getting your foot in the door or having that door slammed in your face. So what should you include and what should you omit? Over the next few pages we will run you through examples of a good CV and a bad one while letting you know the pointers and the pitfalls along the way. There is no such thing as the "perfect" way to write a CV but there most certainly is a wrong way to do it and with the help of this guide hopefully we can help you avoid it.

Good luck job hunter



Sample CV #1: The Good



Charlotte Jones

Berry Cottage, Hill Tree Lane, Grouville. JE2 6FF
07797722446 / 01534 786655
charlottejones@gmail.com



Provide all your contact details, so an employer can get in touch with you easily. Ensure your email address is professional. iamsexy@gmail.com is not going to make a good impression.

Do not include any further personal details including gender, date of birth or nationality as this does not add value. Use Arial or similar business font and the size should be 10.5 or 11.

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PERSONAL PROFILE

I am a motivated and hard-working School Netball Captain with predicted GCSE grades of A*-C. I have practical work experience gained from working in an office environment as part of the Project Trident Scheme and a Saturday job working at a café. I am in possession of excellent communication skills developed from working in a customer service environment and good time management abilities balancing school work with netball and work commitments. I am a conscientious individual who always seeks to achieve a high standard in whatever work I undertake. I am now seeking a work experience placement from June – August 2014 within an office to broaden my business and administration skills prior to embarking on a BTEC in Business Studies course at Highlands College in September 2014.

150

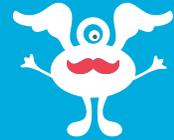
A personal profile or personal statement should be no more than 150 words and can be written in the first or third person. It should answer the following questions; who you are, what stage you have reached in your career, what you can offer, and what job you

are seeking. It is your opportunity to present your unique skill set and the value you can bring to an organisation, it's your chance to make sure you stand out! Be specific, don't make vague claims but make sure you can back them up with examples.

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Sample CV #1: The Good (contd.)



KEY ACHIEVEMENTS

- School Netball Captain from 2013 - 2014.
- Supported school fundraising initiatives for Children in Need in 2013 including organising a cake sale which raised over £500.
- Awarded the top attendance award for full attendance at school during the 2012/13 school year.
- Took part in the school production of Annie in 2010. Played the part of an orphan.
- Achieved an A* grade in Religious Studies GCSE coursework due to extensive research undertaken, predicted an A* for the examination in June.



This is a really important and powerful section so should never be overlooked. Think about what you are most proud of in your life, it can be inside or outside of school/college. Provide an example of where you worked really hard and accomplished

something or made a positive difference to a particular activity or situation. Remember everyone's achievements will be different as they are personal to you. Don't be modest but always be truthful and be explicit.

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EDUCATION

2009 – 2014: Top Grades Secondary School, Jersey

Predicted GCSE grades:

Religious Studies A*, French A, English Language B, English Literature B, Business Studies B, Drama B, Maths C, Science CC,

2002 – 2009: Top Grades Junior School, Jersey

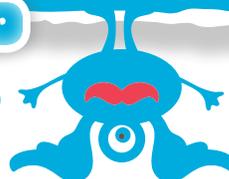


List your education with your most recent qualifications first, this could be a degree / A-Levels / BTEC or GCSE's. If you haven't yet taken any exams include the qualifications you are studying for. Include dates, the school / college studied / studying at and

the actual qualifications gained and / or your predicted grades. If you are completing a BTEC or GNVQ include information about the course including the modules covered and any coursework undertaken.

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Great work Charlotte!



Sample CV #1: The Good (contd.)



EMPLOYMENT EXPERIENCE / VOLUNTARY WORK

June 2012 – to date: Surf's Up Beach Café: Café Assistant

- Taking food and drink orders from customers, being polite and courteous at all times, offering advice on food and drinks and dealing with queries.
- Delivering food and drinks to the table, ensuring that customers have everything they need.
- Clearing tables after customers have left and preparing them for the next customers.
- Operating the till, taking payment for food and drinks and ensuring customers are satisfied when they leave.

Skills gained:

- Communication: Working in the café has developed my confidence when communicating with the public face to face and over the telephone.
- Working under pressure: At times this role is very busy when multiple tables require clearing, customer orders need to be taken and customers are waiting to pay. This involves working under pressure, remaining calm and prioritising tasks.

2013 – to date: Top Grades Secondary School, Netball Captain

- Ensuring there is a full team, plus reserves ready to play in each match.
- Ensuring the team arrive at the courts ready to play, in the appropriate uniform with the correct bibs.
- Ensuring that the umpire has the fixture card and that it is completed with the teams names clearly written or printed.
- Approaching the opposing team and carry out the toss up for first centre pass.
- Thanking the umpires at the end of the match.
- Attending training sessions bi-weekly to ensure the team are ready for games.

Skills gained

- Team Working: As Team Captain it is essential to ensure the team get on well with each other and work well together, build trust and utilise individual strengths in each game.
- Leadership: Strong leadership skills are needed to ensure the team remain focused during matches and at training.

Continued overleaf.



Sample CV #1: The Good (contd.)



EMPLOYMENT EXPERIENCE / VOLUNTARY WORK (continued)



April 2013: ABC Company – Trident Work Experience – Administration Assistant

- Worked within the accounts department of this leading law firm.
- Took responsibility for a filing project which included dealing with a backlog of paperwork which needed to be filed. By the end of the assignment all the filing was accurately filed and indexed.
- Assisted in updating the accounts database with client information.
- Undertook daily scanning work to ensure all paperwork was electronically recorded.
- Shadowed the Account Manager gaining an insight into her role.

Skills Gained:

- Business IT systems: Became confident using word, excel, outlook and the in-house accounts database as these were used daily.
- Problem Solving: There were a large number of files missing which required investigation prior to the filing project being completed.
- Accuracy: It was essential to be accurate and to double check the work completed particularly when filing to ensure the files could be retrieved by any member of staff at all times.



Include any work experience you've completed here e.g. weekend work or your Year 10 work experience, volunteering work, or positions of responsibility, such as captain of the football team or senior prefect. It doesn't have to be paid work experience so don't dismiss any work experience as you will have gained valuable skills. Essentially, this is the place to include anything that

you can use to demonstrate qualities like leadership, team working, problem solving or communication skills. Put the most recent first and include the dates you worked there/ held the position of responsibility, where it was, and what your role was. Underneath, you should detail what your duties were and the skills you developed.



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Sample CV #1: The Good (contd.)



IT SKILLS:

In possession of a good knowledge of the following applications: Microsoft Word, Excel, Powerpoint, Internet Explorer, Safari, Google Chrome, Hotmail, Gmail, various social media applications, and Narision.



List all IT applications that you are comfortable using. If you are an advanced user of any specific systems say so.

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INTERESTS

- Makeup: I record my inspiration on Pinterest and Instagram and undertake various makeup tutorials on YouTube.
- Sports: I have played netball with the Jersey Jets for the past 4 years and am the current School Netball Captain a role which I enjoy and take seriously.
- Reading: I enjoy reading real life stories; my current favourite book is 'The fault in our Stars' by David Green.



Employers are interested in you and what you get up to you in your spare time.

Include sporting interests, films, reading, music, fashion, photography, food or whatever you like doing! Avoid phrases like socialising or partying and always support

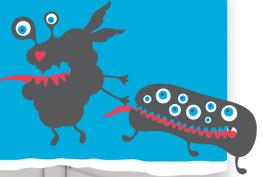
your statements with evidence i.e if you enjoy reading, what is your favorite book? Or if you like fashion, where do you take your style inspiration from? You may be asked to talk about your hobbies and interests during an interview.

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Ok so that's a GOOD CV..
now let's have a look at
a really **BAD one!**



Sample CV #1: The Bad (& the ugly!)



Harry Jones
13 Chestnut House
Don Road
St Helier
je2 2ju
coolguy007@hotmail.co.uk

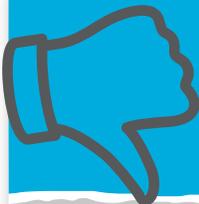


Provide all your contact details, so an employer can get in touch with you easily, this includes your telephone numbers. Ensure your email address is professional

coolguy007@hotmail.co.uk is not going to make a good impression. Remember postcodes are always given in capitals.

Personnel Statement

- I have good team working skills and communication skills.
- I would like a job in business.



It should be **Personal Statement not Personnel**. Avoid vague statements like this that are not specific enough to carry any weight or meaning. Your Personal Profile or Personal Statement should be about 150

words and outline who you are, what stage you have reached in your career, what you can offer, and what job you are seeking. It is your opportunity to present your unique skill set. It's personal to you.

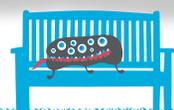
Achievements

- I reduced the number of detentions I recieved in 2013 to 20 compared to 30 in 2012.
- I tuned up for school most days.
- I hacked into my mates facebook account and fraped him.

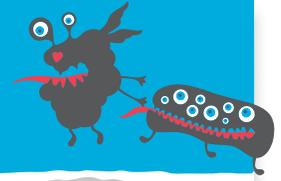


Urm...think again. These are not achievements, you may find them funny but they are not going to land you a job. This section is littered with spelling errors and certainly doesn't make you stand out. Instead, think of a time when you held a position of

responsibility inside or outside of school or college. Describe a time when you worked really hard to achieve something. Provide an example of where you have been told 'well done'!

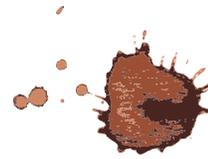


Sample CV #1: The Bad (contd.)



Education

- Top Grades Junior School
- Top Grades Secondary School - GCSE's
- Top Grades Sixth Form College - AS Level's

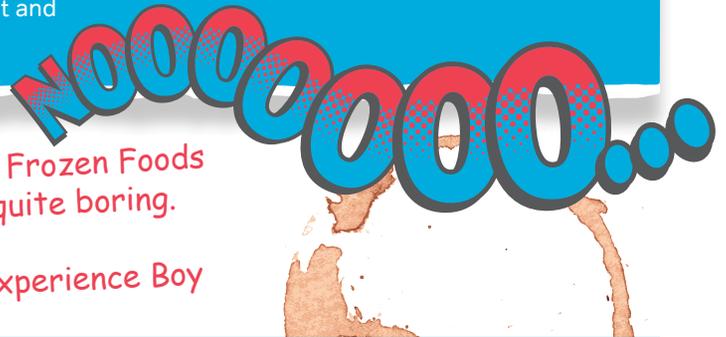


List your education with your most recent qualifications first, this could be a degree / A-Levels / BTEC or GCSE's. If you haven't yet taken any exams include the qualifications you are studying for. Include dates, the school / college studied / studying at and

the actual qualifications gained and / or your predicted grades. If you are completing a BTEC or GNVQ, include information about the course including the modules covered and any coursework undertaken.

Work Experience:

- June 2012 - to date: Mr Frosties Frozen Foods
- I stack the shelves at Frosties, its quite boring.
- Sometimes I serve at the till.
- April 2010 - ABC Company: Work Experience Boy



Very little information has been provided in this section. Never discard any work experience as not adding value as you develop skills without realising it all the time. Working at Mr Frosties probably involves; "Working in a busy team sometimes under pressure " or "taking payments for goods ensuring accuracy when cash handling" or

"providing outstanding customer service by assisting customers by packing their shopping".

Its important to provide as much information about your work experience as you can. What did you learn, what work did you do, what skills did you develop, what team were you in?

Interests

Partying with mates and racing round Jersey on my scooter.



Well you've got the job after this statement....NOT!

Speeding on your scooter will get you in trouble with the law and may put you in hospital. Not clever. Turn this around, be proud that you passed your CBT and note it

as an achievement.

Think about what you do outside of school / college. Are you in a band? Do you play football? Do you like cooking? Are you a games fanatic? Are you a blogger or YouTuber?

But what if you don't have ANY work experience?

If you're at school or college and are just sitting down to write your first CV you may be thinking 'How can I write a CV when I don't have any work experience to talk about' and 'how can I apply for a job to get work experience when all jobs seem to require experience'?

Well, don't fret; the Park team are here to help. We are going to think more broadly than work experience. We are going to think about transferable skills i.e skills that employers look for and which you can apply to a range of careers, which you've gathered throughout your school years and extra-curricular activities, maybe without even realising it.

Desirable transferable skills

There are loads of skills that employers look for and you're not likely to possess all of them, but you definitely will possess some. For example, literacy and numeracy skills will be evidenced by the awesome GCSE / A-level grades that you have achieved or are predicted for English and Maths. Similarly, the ability to meet deadlines, research and analyse can be shown by all the GCSE / A-level / BTEC subjects you completed coursework for. Additionally, if you did a Design Technology based qualification; your final project will show off your creativity skills. Here are some other skills employers will look for:

- **Communication**
- **Time management**
- **Decision making**
- **Ability to set and reach goals**
- **Prioritisation and Organisation**
- **Listening**
- **Leadership**
- **Integrity**
- **Problem solving**
- **Accuracy**
- **Motivation**
- **Team working**
- **Building trust**
- **Ability to follow instructions**
- **A 'can do' attitude**

How to present transferable skills on your CV

You need to think about any activities / hobbies / projects / tasks that you have undertaken, inside or outside of school / college, then think about what you actually did and what skills that role required you to demonstrate. It's tough, so lets work through some examples:

Position: Captain, School Football Team

- Organised training sessions and match days by communicating with the team manager and various schools to book pitches.
- Ensured the training sessions were varied, different and challenging to help motivate the players.
- Remained disciplined throughout training and matches and inspired the team to work together to win games.

Position: Fundraiser

- Organised a cake sale at school as part of a fundraising initiative in a very short time frame.
- Creatively advertised the cake sale around school to let students know where and when it was taking place.
- Managed the stall on the day accurately handling cash.
- Set a fundraising target of £100 and exceeded this goal donating £150 to the charity.



But what if you don't have ANY work experience?

How to present transferable skills on your CV (Contd.)

Position: Babysitter

- Regularly care for two young children whilst their parents are out during the evening. Responsible for ensuring the children go to bed at the time their parent's request.
- Building trust and strong relationships with the parents and children. Always being reliable, on time and friendly.

As you can see, these positions of responsibility provide excellent examples of how you might have demonstrated transferable skills which you can use and present to an employer on your CV. You will notice that the above are written in the third person (as if someone else is writing about you) but you can provide these examples in the first person (as if its you writing it) using 'I' if you wish. Its personal choice. These examples might not apply to you, so let's work through some more.

Position: Cadet, St John Ambulance

- As a Cadet with the St John Ambulance I have shown commitment and responsibility to my community and developed life saving first aid skills. At times the role has required me to problem solve and come up with solutions quickly and often under pressure.

Position: Prefect

- Demonstrated a can do attitude with good listening skills, always being friendly and approachable. Acted as a role model to other students, respecting the school, teachers and peers.
- Became an ambassador for the school at external events and represented my year group during school meetings.
- Developed confidence when public speaking during school assemblies, school open evenings or external events.

Position: Reading Support / Teachers Assistant

- Demonstrated excellent listening skills undertaking reading practice with various children in the junior school.
- Assisted children who were struggling with larger or more complicated words, speaking slowly and explaining what certain words mean.
- Building trust with the children so they felt confident attending reading practice.

Position: Financial Controller - Young Enterprise

- Being involved in Young Enterprise has provided me with experience and knowledge of key business functions such as marketing, financial management, sales, customer care and HR management. It has given me a broad understanding of how businesses operate and what is needed for businesses to succeed in a competitive environment.
- My role was as the Financial Controller responsible for managing the companies' finances. This involved opening a bank account, creating and managing budgets, forecasting sales income and expenditure, recording all transactions and reporting on the financial position of the company.
- This scheme emphasised the importance of team working as each team member had an individual but important role to perform in running the business.

Position: Tuck Shop Leader, Youth Club

- I run the tuck shop at my local youth club. This involves making decisions about the stock, communicating with youth leaders, accurately cash handling and ensuring the shop is kept clean and tidy at all times. I must show a high degree of integrity performing this important role.



But what if you don't have ANY work experience?

How to present transferable skills on your CV (Contd.)

Position: Workshop Team Member, Church Group

- I assist in running Sunday workshops for children at my local church group. This involves inspiring children to play and share, communicating with the workshop leaders and parents, creatively thinking of games and activities for children and being a trusted member of the church.

Position: Volunteer - Beach Clean Up

- Volunteered at a beach clean up as protecting our local habitat is important to me. Displayed hard work, team working and a community spirit during the activity.

Position: IT Support Assistant for Family & Friends

- As an advanced PC user, I assist friends and family members setting up home laptops and PC's. I install various software packages including anti virus applications to enable them to get started. I trouble shoot PC problems for them and often investigate issues and find a solution. This requires good time management skills as I must balance this position with my school commitments. I do not get paid for this work, I use it to broaden my IT skills and experience.

ACHIEVEMENTS

Duke of Edinburgh Award

- I achieved the Silver level of DofE and developed many skills as part of the 4 stage programme which includes volunteering, physical exercise, skills & expedition. I showed commitment to the programme, team working, social skills, organisation and leadership.

Run a 5k race

- I set and achieved my goal of running the 5k Race for Life. I created a training plan which required time management to allow me to train whilst balancing school and work commitments. I was delighted to have completed the run and raise money for charity.

Playing a musical instrument

- Learning to play the bass guitar has taken patience and perseverance but I have now reached my goal of being able to play to a competent level.

Wrap up!

The term Curriculum Vitae is Latin and it means 'The story of one's Life' so go on, have a go at writing your story and make it a bestseller. Remember to showcase your best bits which includes your skills, work

experience, achievements, qualifications and ambitions for the future. A CV is personal to you so don't copy your mates, an employer wants to know about you, they want to read your story! Good Luck!

