

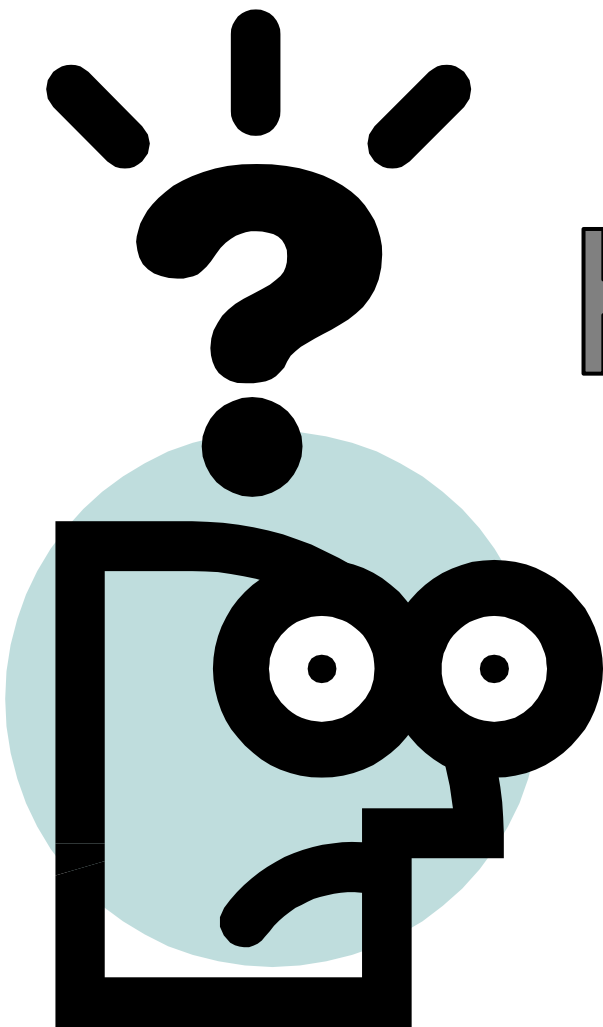
# Trying to write the perfect CV?

Use these

HINTS AND TIPS

and ...

make your CV  
**STAND OUT**  
in the crowd



# NOTE

- There are many different ways to lay out your CV and this booklet gives you some examples of CVs that our clients have found helpful.
- When compiling your CV you should bear in mind that employers can check the details you give. They can access a database containing details of academic achievements, employment and membership of technical bodies. So remember to be truthful!



# Contents

	Page
General guidelines for CV preparation	4
Some Hints and Tips	5
Writing a Chronological CV	6
An example of a Chronological CV	7
Writing a Targeted CV	8
An example of a Targeted CV	9
Writing a Functional CV	10
An example of a Functional CV	11
Some useful words	12
Writing a covering letter	13
Useful Internet sites	14
Southampton Connexions Centre	15

# General Guidelines

*CV stands for Curriculum Vitae, which literally means  
'The course of one's life'*

**A CV (sometimes called a resume) is a concise document which outlines the relevant facts about yourself and your experience to a prospective employer. Unlike filling in an application form, writing a CV offers you the chance to present information about yourself in the way you feel highlights your strengths, and particular experience, to good advantage.**

**Your CV needs to be:**

- **Clear** - you want the information to be understood straight away
- **Concise** - you shouldn't give lots of irrelevant information
- **Well laid out** - so that the information given can be quickly found.

**To achieve this you could:**

- Use clear headings to separate the various sections of the CV
- Use bullet points rather than writing paragraphs or long sentences
- Keep the CV short - preferably no more than two sides of A4

**Your covering letter:**

You should always send a covering letter with a CV. This letter needs to be short and to the point, explaining why you are sending the CV. If it is in response to an advertised job, you could draw the employer's attention to the skills and experience you have that are particularly relevant to the post. Be careful to not just repeat exactly what is in your CV. If you have sent the letter speculatively, you could say when you will follow up the enquiry with a telephone call.

**Remember:**

- **Your CV is an advertising document for yourself**
- **Make sure you don't overlook your skills and experience**
- **Use your CV to make the most of yourself**



# Some Hints and Tips



**DO** ...

Put the strongest statements at the top and work down the page

Add a personal statement using just one or two sentences to summarise your strengths

Keep sentences and paragraphs short (paragraphs should be no more than 10 lines)

Use indented or bulleted points for clarity

Quantify your achievement wherever possible

Have someone check your grammar, spelling and punctuation

Do not use 'I' – it is implied throughout

Do not include hobbies or social interests unless they clearly contribute to your work ability for your current job target

Don't include pictures, salary information, sex, weight, height or other personal information

Don't try and be humorous, write in verse or use coloured paper

Phrases like "I am an intelligent and diligent worker" are to be avoided

Your CV should be no longer than two sides of A4 paper

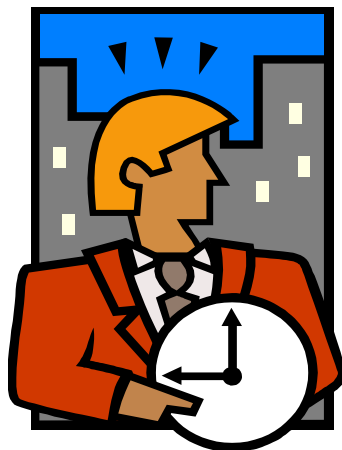
**Do not** ...



# Writing a Chronological CV

***The chronological CV emphasises work experience and personal history. This CV communicates that you are experienced and established in one career area.***

- Start with your most recent position and work back in time, devoting the most space to recent employment. Detail only the last four or five positions of the last ten or so years. You don't need to show every position change within a given employer.
- Do not repeat details common to several positions. Stress major accomplishments and responsibilities that demonstrate your full competency to do the job.
- Keep your job target in mind and as you describe prior positions and accomplishments, emphasise those that are most closely related to your next move up.
- If you have completed a relevant course or received a degree within the past five years, it should go at the top of the CV; otherwise, education should be listed at the bottom.
- Keep the length of your CV to one or two pages.





**John French**  
45 Somerville Road  
Palmerston  
Somerset PA1 4YT  
01674 2233676

*A motivated and enthusiastic person who is passionate about cars. Good time keeper and very reliable. Now looking forward to continuing his career in the automotive industry after relocating*

### **Work Experience**

Dec 2004 - Present

**Walker Brothers Motors**, Shirling, Southamplace  
**Junior Sales Advisor**

Assisting Senior Sales staff. Pricing cars. Checking details on company website. Talking to customers and discussing different models. Taking telephone calls and booking appointments.

Sep 2003 – Nov 2004

**Cars R Us**, Eastwell, Southamplace  
**Sales Assistant**

Valeting cars. Ensuring the show room is tidy. Displaying Promotional posters

June 2003 – Aug 2003

**McDonalds**, West Way, Southamplace  
**Crew Member**

Cleaning Tables, serving food, preparing food  
Attained two stars

### **Education**

2002 - 2003

Hauntons College, Southamplace  
C&G Motor Vehicle - Pass

1997 - 2002

Barton Science School, Southamplace

GCSEs

English F

Maths C

Science D

IT C

### **Hobbies**

Restoring old cars. Finding missing parts on the internet.  
Attending car fairs and markets. Assisting Father when driving cars to veteran car parades

# Writing a Targeted CV

***The targeted CV focuses on a clear, specific job target listing appropriate capabilities and supporting accomplishments. Each job target requires a different CV.***

- You must be clear and specific about your job target, the particular title or occupational field you want to pursue.
- Capabilities and accomplishments must be stated briefly, each in one or two lines and be directly related to your job target.
- Your list of capabilities should answer the question: 'What can you do?'.  
Your list of accomplishments should answer the question: 'What have you done?'.  
• Experience and education are included, but not stressed; they support the image conveyed by the CV.
- The CV should fit onto no more than two pages with plenty of white space.





**TINA ANDERSON**

5 Gerrald Road, Aston, Birmingham, B6 5XX  
Telephone: 0121 000 0000

**Profile**

An experienced and efficient clerical assistant with experience in accounts, ordering and invoicing, general office work. Proven ability to handle a variety of tasks efficiently. Punctual with good time management skills.

**Key Skills**

- Typing speed - 35 wpm
- Operation of
  - Word for Windows 97
  - Fax machine
  - Photocopiers
  - Franking machine
- Routine Administrative work
  - Answering the telephone
  - Dealing with incoming and outgoing mail

**Work History**

1993 to present **CLERK/TYPIST**  
PosFac Adhesives, Ladywood, Birmingham

Providing administrative support for the sales administration team.

- Typing letters, memorandums and other correspondence
- Maintaining files
- Operation of telephone and switch board
- Filing and organisation of orders and delivery records
- Processing invoices, cheques, credit and debit notes
- Data input onto computer

1990 - 1993 **CLERICAL ASSISTANT**  
Pilkington Products Ltd. Pottington Drive, Birmingham

Provide clerical support to the Senior Administrator

- Maintained and updated records
- Input and retrieved data from the computer
- Processed flexi-time sheets

**Education**

1990 - 1992 **Handsworth College, Birmingham**

- RSA Level 1 & 2 CLAIT
- IBT Level 2

1985 - 1990 **Marsh Hill School, Birmingham**  
3 GCSEs - English, Biology and History

# Writing a Functional CV

***The functional CV highlights major areas of accomplishment and strength and allows you to organise them in the order that best supports your work objectives and job targets.***

- Use four or five separate paragraphs or sections, each on headlining a particular area of expertise or involvement. List functions (e.g. Design; research; supervision etc.) in order of importance, with the area most closely related to your job target at the top and described in slightly more detail.
- Within each functional area stress your accomplishments, results or abilities most directly related to your job target.
- Know that you can include any relevant accomplishment without necessarily identifying the employment or non-employment situation in which it took place.
- If you have completed a relevant course or received a degree within the past five years, it should go at the top of the CV; otherwise, education should be listed at the bottom.
- List a brief synopsis of your actual work experience at the bottom, giving dates, employer, and title. If you have had no work experience, or a very patchy work record, leave out the employment synopsis entirely (but be prepared to talk about it at the interview so that you can show that you do have skills to offer)
- Keep the length of your CV to a maximum of two pages.





**Marilyn M Grant**  
79 Cliff Court  
Swanway Hills  
Hampshire SW9 8JN  
Tel: (01987) 6774532

*Hard working and reliable. Cheerful and works well with others. Genuine interest in catering and willing to train and gain further qualifications.  
Basic food preparation skills from GNVQ course.*

**Catering experience**

- Prepared vegetarian food, served customers and cleaned kitchen and café
- Took money and visited the bank once a week to pay in takings
- Waitressed and cleared tables

**Voluntary experience**

- Member of school functions catering team
- Helped Home Economics teacher prepare and serve food and drink for parents' evenings and governors' meetings for two years
- Assisted Teacher to stock the tuck shop for one year and served in the shop at lunchtimes

**WORK EXPERIENCE**

July 1999      Nice n Tasty Café, High Street, Swandale  
Waitress / Catering Assistant

**SCHOOL**

1995 – 2000      Swandale Secondary School

**QUALIFICATIONS**

June 2000	GNVQ Intermediate Part One - (Hospitality and Catering)	Merit
	GCSE Maths	D
	GCSE French	E
	GCSE Science	D
	GCSE Religious Studies	C

**INTERESTS**

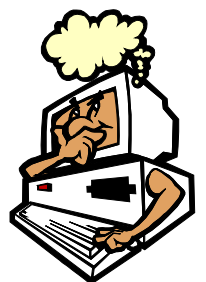
Member of the community netball team, enjoys listening to music with friends and attending yoga classes.

**OTHER**

St John Ambulance First Aid Certificate

# Some useful words

Achieved	Generated	Questioned
Adapted	Guided	Recorded
Advised	Handled	Reported
Assembled	Headed	Responded
Audited	Identified	Researched
Budgeted	Illustrated	Upgraded
Built	Initiated	Utilised
Calculated	Inspired	Scheduled
Classified	Instituted	Sensed
Communicated	Interpreted	Set up
Compiled	Investigated	Shared
Consolidated	Led	Sorted
Counselled	Learned	Summarised
Created	Listened	Supervised
Delivered	Maintained	Took part
Designed	Managed	Take instructions
Detailed	Monitored	Tended
Developed	Negotiated	Tested and proved
Devised	Organised	Trained
Determined	Perceived	Treated
Directed	Performed	Understood
Enforced	Persuaded	Undertook
Established	Planned	Unified
Evaluated	Prepared	Upgraded
Expressed	Presented	Utilised
Extracted	Problem solved	Weighed
Formulated	Produced	Worked
Founded	Provided	Wrote



# Writing a Covering Letter

Susan Jameson  
Address  
Postcode  
Tel no

Mr A Smith  
Company Name  
Company address  
Postcode

Date

Dear Mr Smith

**Re: Office Administrator Vacancy**

I saw the above job in the Echo on Monday 24<sup>th</sup> July. I enclose my CV and would be grateful if you could consider me for this position.

I welcome the opportunity to discuss this with you further.

Yours sincerely

*Susan Jameson*  
Susan Jameson

Enc

Susan Jameson  
Address  
Postcode  
Tel no

The Manager  
Company Name  
Company address  
Postcode

Date

Dear Sir or Madam

**Re: Office Administrator Vacancy**

With reference to the above job that was advertised in the Echo on Monday 24<sup>th</sup> July I would like to apply and enclose my CV.

I look forward to hearing from you.

Yours faithfully

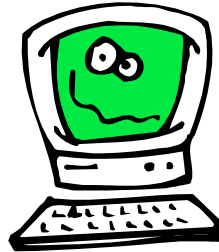
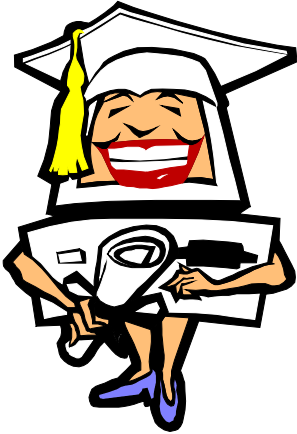
*Susan Jameson*  
Susan Jameson

Enc

You should always send a covering letter with a CV. This letter needs to be short and to the point, explaining why you are sending the CV. Be careful not to just repeat exactly what is in your CV.

If you have sent the letter speculatively, you could say when you will follow up the enquiry with a telephone call.

## Useful web-sites which give advice on CV preparation and job search



[www.bradleycvs.demon.co.uk](http://www.bradleycvs.demon.co.uk)

[www.europa-pages.com/jobs/bad-cv.html](http://www.europa-pages.com/jobs/bad-cv.html)

[www.alec.co.uk/cvtips](http://www.alec.co.uk/cvtips)

[www.jobsite.co.uk](http://www.jobsite.co.uk)

[www.monster.co.uk](http://www.monster.co.uk)

[www.yourcvmatch.co.uk](http://www.yourcvmatch.co.uk)

[www.school-leaver.quickonthenet.com](http://www.school-leaver.quickonthenet.com)

[www.jobsfor.com/Graduates Students/School Leaver](http://www.jobsfor.com/Graduates_Students/School_Leaver)

<http://www.europeanresources.co.uk/jobseekers/writingcvs.html>