

# Gaps in your CV

Have you got a problem writing your CV?



## Gap in CV

I haven't worked because I've been at home looking after my family.

## Suggestion 1

Write a section on your CV about skills you've used. For example:

### Practical Skills:

- Managing my workload
- Caring for children
- Budgeting
- Preparing meals
- Housekeeping



## Suggestion 2

Write a sentence in your work experience section, because you have been working as a parent. For example:

2004 – 2006      Raising a young family and managing my home.

Gap in CV

I've just left school and haven't worked.

Suggestion 1

You could leave this section out and put a career aims section instead.

For example:

Career aims

I am keen to pursue a career in construction and I am particularly interested in boat building. I have had some practical experience helping my uncle at weekends.

Suggestion 2

You could leave this section out and put an experience section instead.



You could include:

- Anything special you have done.  
For example: Arranged a Christmas party at a home for the elderly.
- Projects.
- Prizes or awards.
- Voluntary work such as babysitting etc.
- Guides, scouts, sea scouts etc.
- Positions held. For example: School prefect.

Problem

I haven't got any qualifications.

Suggestion 1

Miss out this section. Instead you could write about your achievements.



For example:

Education and achievements

St. George's School

1989 - 2004

- Awarded the Jack Petchey Award of Outstanding Achievement.
- Attendance certificate for Health and Safety course.
- Member of the school football team

Isle of Wight College

2004 – 2005

Choices Course.

Certificate of 100% attendance

2005

Problem

Last year I worked for an agency where each job was only for a few days.

Suggestion 1

You could summarise your work, rather than going into detail about each job.



For example:

Workwise Agency, Newport, Isle of Wight      2002 – 2003

Successfully worked for a number of hotels and restaurants on the Isle of Wight, gaining new skills in the hospitality industry.

Suggestion 2      You could list particular achievements or skills developed whilst working for the agency.

Workwise Agency, Newport, Isle of Wight      2002 – 2003

Whilst working on a number of projects in local hotels and restaurants I achieved the following certificates:

- Food hygiene.
- Health and safety in the workplace.