

Writing a CV

Blue Coat Careers Advice



Two main reasons for using a CV

- Applying for advertised job vacancies, where the advert specifies "Send a CV"
- Applying 'speculatively' to potential employers i.e. when no vacancy has been advertised.

Important things to think about

Yourself

- Skills
- Knowledge
- Experience
- Attributes

The Job

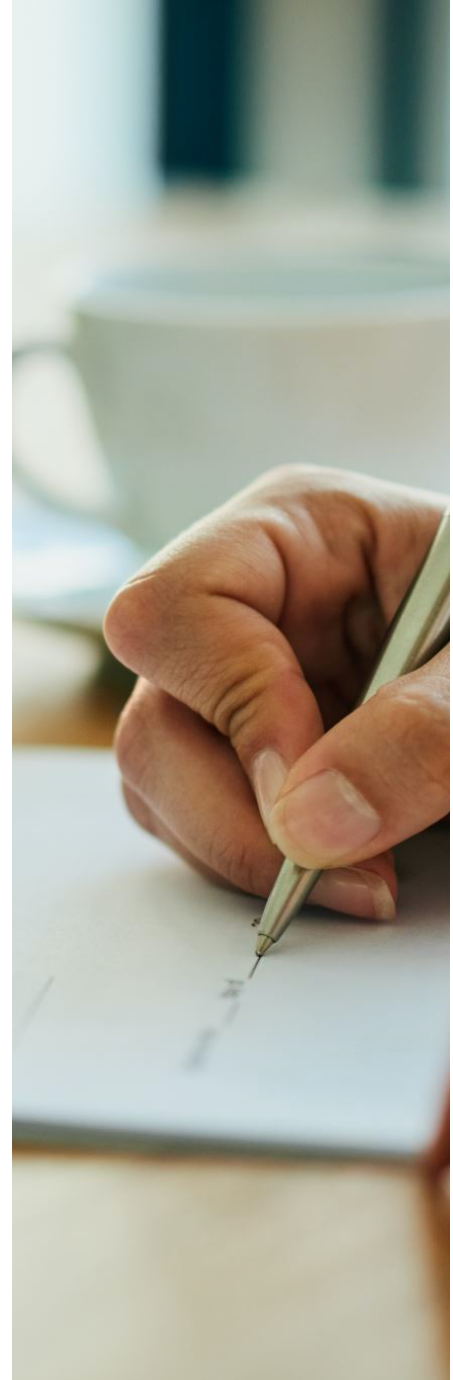
- Requirements
- Position
- Company

What skills are in demand?

- Communication
- I.T. Awareness
- Time & Personal Management
- Teamwork
- Supervising
- Flexibility
- Commercial Awareness
- Financial Awareness
- Organising/Co-ordinating
- Initiative
- Problem Solving
- Promoting/Influencing

What information goes on a CV?

1. Personal Details
2. Career Aims or personal profile
3. Educations and qualifications
4. Employment/work experience
5. Achievements
6. Interests and leisure activities
7. Referees



Hints and Tips

1. Check your email address – “ilovemcflysomuchiwanttomarrythem@hotmail.com”
2. Check spelling and grammar! – 70% of CV’s are rejected due to spelling mistakes!
3. Make sure you have the correct telephone number!
4. Don’t lie.
5. Tailor your CV to suit the job you are applying for.