

Guide to....

Writing a C.V.



ABERDEEN COLLEGE

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What is a CV?

CV is short for the Latin term "curriculum vitae" which means the story of your life. A CV is usually the first communication you have with a prospective employer, therefore it must be presented appropriately and professionally to create a good impression. It is important to amend the CV to suit each vacancy as they occur.

What to include: a CV Checklist

Use the checklist below as a guide to creating your CV.

Presentation

Your CV should be:

- Typed, clearly set out, and 1-2 pages long
- Have well organised information that is updated regularly – with most recent entries first.
- Contain an accurate listing of dates – no gaps

Content

Your CV should contain

- **Personal contact details** (including e-mail, if you use it)
- **Personal Profile** targeted at a particular vacancy
- **Key skills** Examples could be: computer literacy, oral and written communication, team-working, problem-solving.
- **Education and training / Qualifications** (gained at Work, College and School) – Include date completed, Titles, and where taken
- **Employment history** – List dates, name of company, & job title starting in the present and going backwards
- **Leisure Interests** – Not too many
- **Additional information** – For example Driving Licence, Certificates in First Aid, Other Certificates e.g. Pool Guard
- **Referees** –
 - Include their Name, Job title, Business address, Telephone number and E-mail address
 - Use current course leader/tutor

More about referees -If you have run out of space in your CV, it is acceptable to state: "Referees details available upon request". You may also take details of your referees to an interview. Tell your referees about your applications and how you are getting on.

Making your CV relevant to the job

When you are applying for a job, look very closely at the job description. Make the most of your skills, experience and qualities by adapting your CV to emphasise those most suited to the job. For example, highlighting experience in using a particular kind of equipment, computer package or language skills that may be appropriate to the job.

General tips for CVs

- **Do** double check all spelling in your CV – don't rely on your computer's spellcheck facility – proofread twice.
- **Do** update your CV on a regular basis to add new skills, experience and qualifications.
- **Do** make sure that your contact details are right and up-to-date.
- **Don't** lie about experience or qualifications – you will be found out.
- **Don't** waffle – keep it clear and simple and no more than 2 sides of A4.
- **DO** keep it neat – use plain white or cream paper and stick to black ink in a clear, easy-to-read font.
- **Don't** use a smaller font to fit more information in.
- **Do** send a covering letter along with your CV - it's your chance to highlight particular strengths and experiences.
- **Do** check and double check for errors. Get someone else to read it over – they may spot mistakes that you don't see.





To see some examples of CVs please go to the end of this document

Covering letters

When you send a CV to a potential employer, it should always be accompanied by a covering letter. This is your opportunity to highlight your particular strengths and experiences for that particular job as well as drawing attention to the relevant parts of your CV.

In your letter, start by introducing yourself, then identify the position that you are interested in and where you saw it advertised. If you are not replying to a job advertisement but are sending a speculative letter, describe the type of work you are seeking.

In the following two paragraphs, show how your skills, experience and abilities link to the advertised job or to the needs of the company. Use this as an opportunity to show what you will bring to the company and why you want to work for them. Make yourself sound positive and enthusiastic. In the final paragraph, summarise your main strengths, but do not repeat yourself.

General tips for cover letters

- Word-process your letter, unless you have been asked for a handwritten letter, and use the same paper and font as your CV.
- If a handwritten letter is requested, make sure it's clear, neat and smudge-free.
- Address the letter to a named person, i.e. the one who advertised the vacancy. If you cannot identify a named person, 'Dear Madam/Sir' is acceptable.
- Keep the letter brief - no longer than four paragraphs on one side of A4. Remember, you are simply trying to highlight the most relevant points.
- Remember to sign the letter!

Creating your CV

Using the Internet

Many websites provide advice and examples of different CVs to help you get started on your own CV. Other websites allow you to create a CV, save it online, download and reformat to your choice of style. Most online CV builders require new users to register so that you can gain access to your CV each time you visit the website.. Registering is free and easy to do. Have a look at the examples below or just type free CV template OR builder into a search engine.

A good example of a site giving advice, a CV builder and a selection of templates is <http://careersadvice.direct.gov.uk/helpwithyourcareer/writetcv/>

For a free CV creator:

<http://www.jobcare.co.uk> (follow the link to free CV at the top of the web page)

Advice for College students

<http://www.careers-gateway.co.uk> (Go to Job Seeking and then CVs)

Using Microsoft Word

Your CV should have a professional appearance. To do this you need to make the layout as neat as possible. Use tabs and style headings and keep the font a consistent size and style.

One way of keeping things in place, where you want them is to use tables. The third CV example at the end of this document is done with tables. You do not have to print the lines and borders of the table. To remove them select the table, go to the Format menu, choose Borders and Shading and click None.

If you need any help to make your CV look how you want it too, just ask IT centre or Library+ staff.

Further resources

The Library+

All the College Libraries have books, ebooks, videos and dvds on career choice, writing CVs, interview techniques, applying for jobs and volunteering opportunities. You can find these at the following classmarks:

331.702	Working in specific vocations
378.3	Student guidance
650.14	Careers and job seeking
650.142	CV's and job applications
650.144	Interviews

You can also use the Library Catalogue to find library resources for creating a CV. Try a Keyword search using the word CV to find resources at all the College Libraries

Careers guidance

The college has a careers guidance service that provides advice on careers, university applications, CV writing and job applications. The careers advisers are based at the Gallowgate centre in SG6, telephone number 612284.

Remember - if you would like any help to create your CV, please ask the careers guidance service or library+ staff for help.



CV Examples

The following pages contain examples of CVs:

- For a non-advanced student
- An advanced student
- A CV created using an MS Word table

Example 1: CV for Non-Advanced Student**Chris. Jones**

2000 Union Street, Aberdeen, AB00 6PK

Tel: 01224 000000

E-mail: l.jones@zog.ac.uk

Personal Profile

Friendly, competent person with knowledge of the basics of accounting. Looking for a position to enable me to use my studies as a trainee in the financial sector.

Key Skills and Abilities

- Computer literate in Microsoft Office
- Trained in Introduction to Sage computerised accounting package
- Enjoy working with figures
- Good handwriting for record-keeping

Qualifications

2001 – 2003 Aberdeen College

Introduction to Accounting

- Double entry book keeping

User more lines to include the subjects covered in your studies

1986 – 1992 Aberdeen High School

Standard Grades in Accounting & Finance - 2, Mathematics – 3, Art – 3, History – 3, English – 3, Spanish – 4, and Science - 5

Employment History

2004 – Present	Boots plc, Aberdeen	Sales Assistant
	Responsible for cash register balancing	
Jul -Aug 2003	Corner Shop, Brodie	Sales Assistant

Leisure Interests

I enjoy cinema, swimming, socialising and watching sports

Additional Information

I have a current, clean Driving Licence

I am trained in Emergency First Aid

One from College and one from an employer

Reference: Available on request

Example 2: CV for Advanced student

Liz Smith

37 Any Street, Aberdeen, AB99 6PK

Tel: 01224 000000

e-mail: e.smith@aol.co.uk

Personal Profile

Competent, conscientious person with extensive knowledge in accounting systems. Looking for work in the financial sector enabling me to use my qualifications, studies and experience.

Key Skills and Abilities

- Competent in a range of computer packages
- Experienced in Credit Control
- Knowledge of Customer Care and dealing with the public
- Administered internal accounts system
- Ability to work on own initiative or as part of a team
- Able to meet tight deadlines
- Good oral and written communication skills
- Experience of reconciling accounts
- Accurate record-keeping skills

Major Achievement

February 2008 Class Representative - volunteer

Qualifications

2007 – 2009 Aberdeen College
HND Accounting
Merit awards in Financial Accounting Software and Auditing.
 Other subjects included taxation and law

1998 – 2004 Aberdeen High School
Highers in English – B, Accounts - C, History – C

Employment History

2005 – 2007 **Cashier** at Superstore plc, Aberdeen
 - Responsible for the running of the cash office

2004 – 2005 **Administrative Assistant**, Dept. of Social Security, Aberdeen
 - Dealing with Enquiries, report writing and processing data

Additional Information

I have a current, clean Driving Licence and my own car
 I am qualified in First Aid

Leisure Interests

I enjoy reading fiction and non-fiction, walking, socialising and watching sports

Reference: Available on request

Example 3: CV created using a Microsoft Word Table

Annie Farmer

1 Any Road
Aberdeen
AB72 3YZ

Tel: 01224 123 321
Mobile: 07123 123 321
Email: astudent@abcol.ac.uk

Profile

Looking for work in a veterinary practice. Calm but enthusiastic animal lover, who enjoys working with people and animals.

- Experienced in handling all kinds of domestic pets
- Good Knowledge and experience of customer care
- Good written, oral and IT skills
- Awareness of Health & safety legislation

Education & Training

2004 – 2006	Aberdeen College, Aberdeen	HND Animal Care
<i>Modules include:</i>	<ul style="list-style-type: none"> ▪ Animal Anatomy & Physiology ▪ Animal Nutrition & Nursing ▪ Animal Health & Disease ▪ Information Technology ▪ Business Management including Customer Care ▪ Employment & Health & Safety Legislation 	
1998 – 2004	Harlaw Academy, Aberdeen	
	Higher Grade: English (B)	Maths (A)
	Standard Grade: Biology (2), English (3)	Maths (2), Music (1)

Employment

2000 – present	Pets Pantry, Aberdeen	Part-time Assistant
	17 hours per week	
	<ul style="list-style-type: none"> ▪ Dealing with customers on a daily basis. ▪ Responsible for feeding, watering, cleaning & caring for the animals. ▪ Assisting with general stock tidying and displays in shop. 	
February 2006	PDSA PetAid Hospital, Aberdeen	Student Placement
	Work Experience	
	<ul style="list-style-type: none"> ▪ Job-shadowing veterinary surgeons and nurses ▪ Assisting with caring for animals recovering from treatment 	

Interests

Reading Natural history; conservation and biographies, particularly of animal experts
Sport Member of Aberdeen Amateur Athletics Association

Additional information

Driving Licence Full driving licence held since 2005

Reference : available on request

Learner Service SG 6 , Gallowgate
Tel 612284

Library+
Gallowgate 612138
Altens 612743
Clinterty 612769