

## CV Building

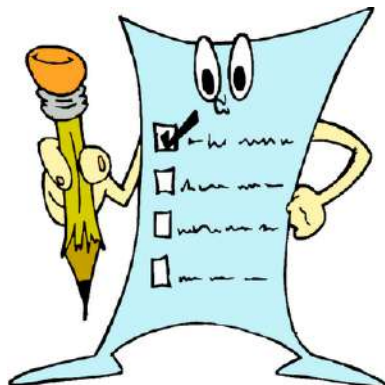
When looking for employment, work experience, placements and apprenticeships, It is vital that you are able to show how you use your strengths to complete tasks or qualifications.

A CV is a document that shows all of the qualifications you have and gives a brief history of the time you have spent in school, college or out at work.

Your CV will be broken down into these sections:

- **Your Contact Details-** Your Name, Address and a contact number so that a company can get in touch with you.
- **A Personal Profile-** This paragraph gives a description of what you are like and the skills and strengths you can bring to a company. What do you do best? What are you good at?
- **Your Education and Training-** The time you have spent at each school, college or training provider, what you did there and any qualifications you gained whilst studying.
- **Your Work Experience-** This includes any work experience you did at school and any other part time or full time work you have had.
- **Your Hobbies and Interests-** Companies like to know what you enjoy in your spare time especially any sports or creative activities. It shows a company your hidden talents e.g. "I play football for a local team." Or "I like to design and make costumes for plays in my spare time."
- **References-** Companies will need to know who to contact to act as your referee.

The most important thing to remember whilst writing a CV is to be positive about what you can do. You do not need to write about your weaknesses as these areas are just strengths waiting to be developed while you learn and areas for improvement.



## CV Blunders

**Read through the following personal profiles and circle any mistakes that you find. You can work alone or with a partner. There are spelling and punctuation mistakes but also, try to pick out anything that you don't think the writer should say about themselves in a CV:**

I am a hardworking and punctuous person who always tries to complete tasks on time. I have experience using computers and i can work as part of a teem. I am good at solving problems but I can be moody at times if I am tired. My goal is to become a Mechanics and I would like to gain some experience in this area.

I like challenging work that makes me push myself to be better I have a good work history and I am goot at finding mistakes in my own work of 4 other people I am an good listener and feel comfortably when meeting new ppl. I like to work on my own because I can get angry with people if they upset me.

I have no experience in work or college. I done ok in school but I didn't like the teachers there so I left. I seen this job advert in the paper and thought I would apply cs I am good at typing on the computer. I can work well on me own but I am also good at working with other people. I would like to become a Police Officer because I like to tell people what to do.

**Pick one of the three personal profiles above and re-write it using correct spelling and punctuation. Also, turn the negatives into positives.**

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## CV Template

**Contact Details:**

**Name-** \_\_\_\_\_

**Address-** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Postcode-** \_\_\_\_\_

**Telephone-** \_\_\_\_\_

**Personal Profile:**

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**Education and Training:**

**Dates:** \_\_\_\_\_ **School/College:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Qualifications Gained:**

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**Dates:** \_\_\_\_\_ **School/College:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Qualifications Gained:**

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**Work Experience:**

**Dates:**

**Company:**

**Location:**

**Your Duties/ Responsibilities:**

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**Dates:**

**Company:**

**Location:**

**Your Duties/ Responsibilities:**

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**Hobbies and Interests:**

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**References:**

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## **Anne Example**

Address

Address

Postcode

Tel. (mobile or landline)

### **Personal Profile**

I am a trustworthy and hard working young person who enjoys a challenge. My current ambition is to become a Motor Vehicle Engineering Apprentice as practical work on cars is something that has interested me throughout school. I am motivated and good at problem solving. I enjoy working as part of a team but can also use my initiative when working alone.

### **Education and Training**

**2009- Present**

**Rocket Training Ltd**

**New Ferry**

Whilst at Rocket Training, I have been working on my basic skills in literacy, numeracy and ICT. I have also been learning employability skills so that I can find a good placement to begin my Motor Vehicle Engineering training.

**2004- 2009**

**Wallasey High School**

**Wallasey**

I attended Wallasey High until this year where I learned to work well as a team member. I got good grades in

- Math
- English
- Science
- Textiles
- Religious Education

### **Work Experience**

**2009**

**National Tyres**

**Liscard**

I worked at National Tyres for three weeks while I was in high school and learned a number of new skills. I changed tyres, oil filters and helping the other mechanics to change and fit exhausts.

**2008**

**The Flying Dutchman**

**New Brighton**

I did two weeks work experience and my main duties were to move large amounts of coal, stock shelves and assist customers when needed.

### **Interests and Hobbies**

I enjoy outdoor activities such as playing football with friends, playing golf and helping to fix motorbikes. I also enjoy riding my own motorbike and socializing with friends.

**References available upon request.**