

## The Curriculum Vitae (CV)

### Writing your CV

Your personal details should be written at the top of the page and centred. Like this:

Full name  
Address  
Phone number  
Email  
Birth date (optional)  
Nationality (optional)

Write your full name name in a bigger font and make it bold.

### Personal and skills profile

You can write this section with either full sentences or in note form.

#### Full sentences

I am a hard-working individual with experience of working with young people from a wide range of backgrounds. I am reliable and responsible and have good communication skills.

#### Note form

Hard working, experienced youth worker with good communication skills.

### Work experience

In this section you must list all the jobs that you have done, starting with the most recent.

You need to describe briefly the tasks that you did for each job – so for example:

- \* I was an IT technician, responsible for the maintenance of the computer network as well as the computers.
- \* I was responsible for purchasing all office equipment.
- \* My main duties included: purchasing food; cooking breakfast and lunch; cleaning up the kitchens.

### Voluntary work experience

You write this section in the same way as the previous one.

## **Education and training**

List your qualifications in a similar format to this:

2005 – 2007 BTEC Health & Social Care Level 3 (Pass), City of Bristol College.

2000 – 2005 GCSEs: English (C), Maths (D), Media Studies (B), BTEC Health and Social Care Level 2 (Merit), Elmfield School for Deaf Children, Bristol.

Make sure you include start and end dates, the name of the course, the name of the educational establishment and the grades achieved. If you have any other qualifications which are relevant to the job you are applying for then you can add these next.

2013 – First Aid Certificate, St John's Ambulance.

2009 – Health and Safety Stewart Certificate, Baker's Delights, Bristol.

After that, add any course you are doing at the moment:

Since September I have been doing a part-time evening class leading to a Level 2 qualification in IT at City of Bristol College.

## **Interests**

Here you simply list your hobbies and interests.

I am a keen cyclist; I enjoy walking in the countryside; I coach a local school football team.