



CV skills lesson one: Writing a successful CV

Age range: 14-16

 **BARCLAYS** | LifeSkills



You've got 30 seconds to make an impact

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**Your CV advertises you
to a potential employer**

What should go on my CV?

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- Your name and contact details
- Skills and personality traits that show you are a fit for the job description advertised
- Your education and qualifications
- Past jobs and work experience
- Interests that show the 'whole person'
- Referees – people who can back up what you say on your CV

How should I organise my CV?

Chronological (starting with the most recent)

- Highlights your qualifications and jobs
- Shows your experience

Personal Profile


Education and qualifications

Employment and work experience

Other skills and achievements

Interests

Referees

 **Sample CV**

Chronological

Mary Smith
24 Maple Road, Cardiff, Wales CF10 XXX
Telephone: 0207 536 253
Mobile: 077-283522
Email: mary.smith@address.co.uk

Personal profile

I am a very positive, proactive and enthusiastic person who works well both on my own and as part of a team. I am confident and motivated to aim high, I have a strong desire to develop a career in customer service.

Education and qualifications

2016-2021	Northvale Park Secondary	GCSEs:	
		Maths	C
		English	B
		Science	C
		Design & Technology	D
		Geography	C

Employment and work experience

2021-2022 **Customer Assistant, Tesco Express**

- Collected, replenished, organised and managed stock, and dealt with a range of customers
- Worked under pressure and learned to stay positive and adapt in a diverse environment
- Strengthened my communication, numeracy, listening and customer service skills

2019-2021 **Mentor, Poplar Youth Club**

- Led a group of young people aged 9–13, working to promote an interest in learning
- Helped them improve their self-confidence and academic achievement, and assessed their work to help them set targets

Other skills and achievements

- Leadership: a successful captain for the school football team, with a proven track record
- Employee of the month on three occasions during 2022
- Class President during 2020-2021
- Level 3 certificate in 'Introduction to Mentoring Skills' (2019)
- Team working: reliable, honest and capable, helping teams complete learning tasks and projects properly and on time
- Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2018)

Interests

- I enjoy team and individual sports including football, cricket and badminton
- At present I play league football for Newark FC. This involves me training once a week (Thursday)
- Keen on technology, in my spare time I like to research this industry to keep myself up to date

Referees

Available on request.

How should I organise my CV?

Functional or skills-based

- Highlights your skills and qualities
- Shows your ability

Personal Profile

Skills and personal qualities

Education and qualifications

Employment and work experience

Interests

Referees

Sample CV

Functional/skills-based

Alex Brown
72 Red Lane, Limehouse, London E14 XXX
Telephone: 0207 536 253
Mobile: 077-283522
Email: alex.brown@address.co.uk

Personal profile

I am a very positive, proactive and enthusiastic person who works well both on my own and as part of a team. I am responsible, thorough, respectful, confident and motivated to do my best. I have a strong desire to develop a career in customer service.

Skills and personal qualities

- Customer care** Served and helped customers of diverse ages and backgrounds. Level 3 certificate in 'Introduction to Mentoring Skills' (2019).
- Communication** Worked with young people aged 9-13 to promote an interest in learning and helped them improve their self-confidence and academic achievement. Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2018).
- Numeracy** Handled cash and credit transactions. Helped young people with numeracy tasks.
- Proactivity** Employee of the month on three occasions in 2022. Received certificate for work experience (Trident), in recognition of my high standard of work (2018)
- Organisation** Collected, replenished, organised and managed stock. Stayed positive while working under pressure in a busy retail environment. Helped teams complete learning tasks and projects properly and on time at school and college.
- Leadership** Successful captain for the school football team. Class President at school (2019-2020).

Education and qualifications

2016-2021	Langdon Park Secondary	GCSEs:	
		Maths	4
		English	5
		Science	4
		Design & Technology	5
		Geography	3

Employment and work experience

- 2021-2022 Customer Assistant, Tesco Express
- 2019-2021 Mentor, Poplar Youth Club

Interests

- I enjoy team and individual sports including football, cricket and badminton
- At present I play league football for Newark FC. This involves me training once a week (Thursday)
- Keen on technology, in my spare time I proactively research this industry to keep myself up to date

Referees

Available on request.

✓ Do

- Be positive and sell yourself
- Highlight your relevant skills and experience
- Use evidence
- Be brief and to the point
- Check spelling and grammar
- Change your CV to match each job you apply for
- Align the skills and experience to what the employer is looking for, based on the job advert

✗ Don't

- Lie
- Use more than two pages or cram it all into one
- Include your date of birth, gender, orientation, marital status, religion or nationality*
- Leave gaps in your school or work record
- Have any spelling or grammar errors

*Employers cannot ask for these or base decisions on them.