

# BUILDING A CV

Crafting a CV that works for you



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## Careers Wales has produced this guide to help you with advice and tips on how to put together a CV.

The important thing to remember is that a CV should be a reflection of you, your skills, your qualities, your experience and your qualifications. There is no one right way of doing this but hopefully you will find this guide useful.

This booklet can be used separately or in conjunction with the 'Build a CV' section on [careerswales.gov.wales](http://careerswales.gov.wales).

Also on the website you'll find advice on how to apply for jobs, interview techniques and a range of job websites.

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## What is a CV?

CV stands for Curriculum Vitae. Lots of employers still ask for one when you apply for a job.

A good CV will include information about your key skills, work experience, educational achievements, and details of how to contact you.

Look at the job advert and the skills and experiences the employer is asking for. Where you can, include these in your CV.

### Why a CV is still important

Lots of companies use online applications, digital recorded interviews, and screening questions instead of CVs. Some employers believe that these other ways of recruiting are fairer and are better at picking the right person for the job.

There are lots of reasons why crafting a good CV is still really important:

- Many employers, large and small, still use CVs
- Putting together a CV is a good way to get you thinking about your skills, strengths, experience, and achievements. Having these written down will help you with application forms and interviews as well as planning your career

### When would I use my CV?

- Job Applications - many employers will ask for a copy of your CV when you apply for a job. Don't just send in a CV - always provide a covering letter or email if you are applying online
- Application Form Completion - your CV will help you to complete application forms by providing all the details and dates of your education and employment history
- Speculative Approach - if you are contacting employers to see if they have any jobs available you can either send your CV with a covering letter or call in with a copy
- Telephone Contacts - some employers will give you an initial interview over the phone. Having your CV to hand will provide you with much of the information you need
- Interview memory jogger - your CV can help with interview preparation. Have a look at what you've said about yourself before you go for your interview!

# What to include in your CV

## Contact details

Include your full name, email address and contact phone numbers. Use an email address that sounds professional, for example john.jones@myemail.com.

## Personal profile

Your Personal Profile needs to be about 4 or 5 lines about your main strengths and skills. You could highlight a key achievement here if it's relevant for the job you're applying for. If you are struggling to identify your skills and strengths, visit [careerswales.gov.wales](https://careerswales.gov.wales) and complete our [Buzz Quiz](#).

Read the job description and visit our [Job Information Leaflets](#) on [careerswales.gov.wales](https://careerswales.gov.wales) to find strengths and skills that match the role you are applying for.

## Skills

For some types of CV, you include a skills section that lists your key skills. These are the skills you have learnt that you want to highlight to the employer. Look at the job description and try and include skills the employer is looking for. You can include:

- Specialist skills such as IT packages or other skills specific to that job
- General skills such as communication or teamwork

Look at our [Types of CVs](#) page to find out which CV types need a skills section.

## Employment

In most cases, you would order your jobs from most recent to oldest. To keep it relevant and save space, you might include only the last 5 or 6 jobs or the last 10 or 15 years' worth of experience.

Include:

- Your job title
- Company's name and place of employment (not the full address)
- Start and end dates of your employment
- A description of the duties you undertook

## Education and qualifications

Enter your qualifications in this way:

- Start with your most recent and/or highest level of qualification
- Put down the most relevant qualifications to the job
- Include the qualification, the year you achieved it, and the name of the provider

## Training

Include any relevant training such as:

- Short courses like Food Hygiene or Health and Safety
- Licences or certificates
- On-the-job training
- Home or online learning
- Evening classes

## Volunteering and work experience

Voluntary work or unpaid work experience can add value to your CV. They show employers extra skills and experience you have gained. Include:

- Name of the charity or employer
- Start and end dates
- A bulleted list of the tasks you did on a daily basis

## Additional information

Use this section to add any other relevant information including:

- Sports you play or support
- Community activities you are involved with
- Interests and hobbies
- Achievements and awards
- Memberships of professional organisations
- Driving licence
- Disclosing a disability or additional learning need (this is a personal choice)

Keep this section short and relevant to the job you are applying for.

## References

Put in the words: References are available on request.

You usually need to provide at least 2 references. Generally, don't include referee details on your CV itself, just have them ready.

Ask the people you want to use as referees if they are happy to give you a reference.

Possible referees could include:

- Employer - past or present
- Teacher, tutor or lecturer
- Youth worker
- Charity where you have volunteered
- Someone you know that can give you a character reference (not a relative)

## Target your CV

A targeted CV is a CV written for the specific job you are applying for. It highlights the skills and experience relevant to that position. Each time you apply for a job, you should tailor your CV to be more relevant to that specific position. You have a better chance of getting an interview when you make it clear that the skills and experience that you have match or are closely aligned to the requirements specified on the job vacancy.

## Getting through the software sift

Many large companies use recruitment software to sort CVs and decide whether you get through to the next stage. It is sometimes known as CV Parsing software. The software scans your CV and looks for keywords, job titles as well as other information to see if it matches the job requirements.

Top tips to get past the software sift:

- Include keywords that match the job advert within your skills and experience sections and your personal profile
- Use a simple CV format and use standard headings the software will recognise, such as Employment, Work Experience, Skills etc.
- Avoid tables because the software might not understand them
- Order education and work experience/employment from most recent to oldest
- You can save your CV in PDF format, but don't save as a scanned image because the software cannot read these

## Social media and CVs

Employers may look at your social media profiles when you apply for a job. This is true even if you applied using a CV.

Consider deleting old accounts you don't use or posts you'd rather they didn't see. Having a good, up-to-date, set of social media profiles will help you find a job. Some employers will use a combination of your social media profiles and your CV.

[See our page](#) on using social media to find work.

## CV types and examples

You should always tailor your CV to the job you're applying for. For some jobs and circumstances, there's a type of CV that works best.

Some popular CV types are:

- Chronological
- Skills-based
- School-leaver
- Technical
- Academic
- Teaching
- Legal
- Video
- Other Creative CVs (infographic, online etc.)

## Chronological CV

You use a chronological CV to match your work experience and qualifications to the job you're applying for. It can be a good CV format to use when you apply for a new job in the same field you are already working in.

You should list employment and education details in reverse chronological order, most recent to oldest.

With this type of CV, you can clearly show your work history, your responsibilities, achievements and relevant education.

Top tips:

- When including qualifications and work experience, match them to the job you're applying for
- Include entries for any gaps in your work history. Show that you were doing something useful during these gaps, for example "volunteering" or "actively seeking work"

Keep in mind the essential criteria for the job you're applying for. Try to cover these in your work experience section or your additional skills and knowledge section.

**Hannah Jones**  
Hannahjones999@yahoo.com  
07777555999  
Hannah Jones on LinkedIn

## Personal Profile

A successful Catering Manager with 17 years' experience in the food services sector. A proven team leader with a track-record of turning less profitable catering outlets into successful ones. Many years experience of mentoring junior colleagues, ensuring support, motivation and guidance is provided. A highly organised and motivated individual, keen to continue to thrive and develop within a successful, multi-national business..

## Employment History

### Area Manager, Bakehouse Co., North Wales, 2016 – present

- Managing a group of 12 catering outlets within the North Wales region
- Increased productivity by 15% overall between 2017-2022 in local branches
- Reduced food waste by 10% overall across outlets by introducing end-of-day discounts on high turn-over products
- Improving staff retention by introducing a range of incentives and awards for staff
- Planning sales promotions and assessing their effectiveness
- Assessing performance against sales targets
- Allocating and monitoring individual budgets
- Implementing improvement plans in collaboration with local managers and staff
- Training and mentoring prospective managers within the Company

### Outlet Manager, Bakehouse Co., Northtown, 2013 – 2016

- Supervising a team of staff, including management of shift rota
- Assessing stock levels and ordering new stock
- Managing stock-take and cash in and out of the store
- Training new and existing staff on all aspects of work within the shop, including food hygiene and health and safety

### Shift Supervisor, Jimmy's Bakery, Northtown, 2012 – 2013

- Supervising and training staff on all aspects of work, including health and safety
- Cashing up as required
- Preparing food
- Serving customers
- Cleaning the kitchen area and shop front areas
- Adhering to all health and safety and hygiene procedures

### Team Member, Jimmy's Bakery, Northtown, 2005 – 2012

- Preparing a range of food, including pies, cakes and bread
- Serving customers and taking payments
- Cleaning the kitchen area and shop front areas
- Adhering to all health and safety and hygiene procedures

## Education/Qualifications

### Distance Training UK, 2020 - 2021

- NVQ level 5 Leadership and Management, distinction, CMI, achieved 2021

### Northtown High School, 2000 – 2007

- A-levels: English A, Politics B, History C, achieved 2007
- Nine GCSEs at grade C and above including English, Maths and Science, achieved 2005

## Awards

- Manager of the year award at Bakehouse Co. achieved in 2021

## Hobbies/Interests

- Member of the Bigtown Round Table

**References available on request.**

## Skills-based CV

This type of CV is useful if you have gaps in your work history or you don't have a lot of work experience. It's also useful if you're applying for a job in a different job sector to one you've been working in.

In a skills-based CV, you focus on the skills you've developed in different areas of your life. You can call these transferrable skills.

The key is to highlight those skills you've developed that match the skills asked for in the job advert or description.

Top tips:

- Put your skills profile near the top
- Try and use the same language as the job description to show you have read it and that you match it. But don't copy it word-for-word
- Say where you've used your skills in real life situations
- To save space, include only the most relevant jobs in your Employment history section



## Thomas Rees

53 Church Crescent, Oldtown, SA99 2ZZ

thomasprees35@gmail.com

Tel:01999 999666 Mob: 07999123456

## Personal Profile

A hard-working and motivated individual with several years employment and voluntary experience. Possesses a range of administrative and ICT skills including competent use of MS-Office 365, effective report writing, organisation and time management. An effective team worker and leader who engages well with people of all ages and from diverse backgrounds, utilising good communication and listening skills. Hopes to apply some of the skills learnt in various industries to a new and exciting role within Business Administration..

## Skills

### Communication

- Report writing as Care Supervisor at Newhomes Ltd
- Writing minutes of meetings as Secretary of a local children's charity
- Producing assignments to a high standard during Health and Social Care training
- Leading discussions during trustee meetings as Charity Secretary
- Providing directions and local information to visitors to Crofts Country Park

### ICT Skills

- Competent user of MS-Office 365 Suite, including Word, Outlook, PowerPoint and Excel
- Used in-house database package to record case work whilst at Newhomes Ltd

### Organisational Skills

- Coordinating fund-raising events and children's parties
- Organising activities for service users, including Hobbycraft and cooking evenings



### Team Working

- Collaborating with colleagues at Crofts Country Park and sharing work tasks
- Effective team-player within a large team of care staff

### Employment History

#### Care Supervisor, Newhomes Ltd, Anytown, 2018 – 2021

- Effective and supportive supervision of a team of care assistants and using Microsoft Excel to create staff rotas
- Providing training to staff on issues such as health and safety and manual handling
- Recording case work and generating management reports using Microsoft Excel and Microsoft Access
- Providing excellent care to service users
- Organising social activities for service users

#### Care Assistant, Newhomes Ltd, Anytown, 2013 – 2018

- Providing excellent personal care
- Organising recreational activities for service users

#### Groundsman, Crofts Country Park, Anytown, 1992 – 2013

- Cutting grass, trees, shrubs and hedges, using industrial garden tools and equipment
- Providing excellent customer service to visitors

### Education/Qualifications

#### Anytime Training Services, 2014 – 2016

- Diploma level 4 in Health and Social Care, Merit/Distinction, OCR, achieved 2016
- Diploma level 3 in Health and Social Care, Distinction, OCR, achieved 2015

#### Anytown Comprehensive School, 1985 – 1990

- GCSEs including Woodwork A, English C, Science Dual Award CC, achieved 1990

### Volunteering

- Secretary and events organiser for Smile and Play, 1994 - present

References available on request.

### School-leaver CV

Employers know that you won't have a lot of work experience. A school-leaver CV highlights the skills and knowledge you do have that are relevant for the job. Think of all the skills you've gained through school, work experience placements, informal work like babysitting or even volunteering. Include the most relevant skills for the job.

Top tips:

- Only include a personal profile if your employer expects it, so do your research
- Don't add lots of irrelevant detail to fill up space. A shorter, good-quality CV is better
- Think about presentation. Make the best use of space and keep the layout consistent.
- Consider using bullet points as they can help you to be brief



## **Stephen Jameson**

11 Stone House Court, Porth, CF1 5SD

Email: stevej@examplemail.co.uk

Telephone: 01995 387621 Mobile: 07800 0001111

### **Personal Profile**

A trustworthy, empathetic and professional individual who is looking forward to starting work and learning new skills. An effective communicator who is patient, kind and caring. An adaptable, flexible individual who works well as part of a team but equally as confident lone working. Clear knowledge and understanding of the importance of GDPR and safeguarding regulations.

### **Skills**

- Punctual and reliable
- Good at keeping notes and records
- Good IT skills
- Good at working as part of a team – I am a member of my local rugby team
- Excellent communication skills

### **Employment and Work Experience**

- Sales Assistant, Saturday job – Porth Town Sports Shop, June 2021 - present
- Displaying stock
- Dealing with customers
- Taking payments including debit and credit card payments

### **Hillhouse Care home, Porth, June 2021**

I completed two weeks work experience in a care home for the elderly. I was interested because my grandmother lives with us and I help with her care sometimes. Tasks included:

- Helping at mealtimes
- Talking to and playing games with some residents
- Observing the work of the care assistants

### **Education/Qualifications**

Newborough Comprehensive School, 2017 - 2022

- GCSEs: English Grade C, Welsh Grade C, History Grade D, Double Award Science Grade C/D, achieved 2022
- ASDAN Silver Award, achieved 2022

### **Hobbies/Interests**

- Football – play for local football team
- Karate - achieved black belt

**References available on request.**



## Technical CV

If you're applying for roles in IT such as web or applications developer, or IT consultant, use a technical CV format.

This CV highlights technical skills, experience and expertise.

Top tips:

- Start with key experience and expertise first. Put more details about your technical skills and competencies under "Key Skills"
- Highlight Communication and problem-solving skills
- Remember your audience. Write for HR managers as well as IT professionals



**Jessie Isaacs**

Jisaacs3@gmail.com

07111321123

Jessie Isaacs on LinkedIn

## Personal Profile

A highly skilled and experienced Software Developer with over 10 years' experience in web and mobile app development. An effective user of a range of operating systems, development tools and languages. A persistent and determined individual with exceptional fault finding, problem solving and report writing skills. keen to gain a new and challenging role within an industry-leading organisation.

## IT Skills

- Development tools: LabVIEW, MATLAB, Xcode, Simulink, WINDEV/WEBDEV, OrCAD, MPLAB, React Native, Onsen UI and ModelSim
- Packages: MS Office online 365 and Adobe Creative Suite including Dreamweaver and Photoshop
- Programming Languages: Java, Kotlin, Swift, C++, SQL, TLearn, HTML, CSS and XML
- Operating Systems: Android, iOS, Windows and Linux

## Other Training/Skills

- BCS Foundation Certificate in DevOps
- BCS Practitioner Certificate in Systems Development Essentials
- PRINCE2 Agile Foundation and Practitioner certification

## Employment History

### Full Stack Developer, Longlife Health Group UK Ltd, Southtown, 2018 - 2022

- Coding of the organisation's website and associated applications server-side and development of a suite of mobile applications designed to monitor personal health
- Building API systems and other data integration systems
- Building user interfaces for company web and mobile applications according to development timelines of activity
- Supervising the work of junior developers and organising workloads
- Assessing client requirements and negotiating achievable outcomes

- Prototyping and testing
- **Back-end Developer, Telephonica Systems, Meadowtown, 2011 – 2018**
- Coding the company website and associated applications using JavaScript, C++ and PHP
- Creating a number of databases and integration tools
- Building a new, cloud-based service system to optimise speed and performance of the website
- Field testing of software

**Junior Software Developer, Anyshire County Borough Council, Anytown, 2009 – 2011**

- Systems analysis with customers to determine their requirements
- Contributed to the development of software for the Refuse Collection and Recycling Department to manage refuse collections
- Field-testing of software with on-site teams
- Creating a system for managing bugs and fixes and implementing fixes as required

**Food Service Assistant, Burgers and Co., Groveton and Bigtown branches, 2004 – 2009**

- Taking orders and serving customers
- Cleaning tables and keeping restaurant area clean and tidy
- Maintaining health and safety and food hygiene standards

## Education/Qualifications

**Bigtown University, 2006 – 2009**

- BSC (Hons) Software Engineering. Classification: 2:1
- Modules included modelling computing systems, web service development and software testing
- Final year project on developing an easy-to-use online platform for food delivery companies
- Achieved 2009

**Heathertown College, 2004 – 2006**

- A Levels: Computing A, Maths B, Physics B, achieved 2006

**Heathertown Comprehensive School, 1999 – 2004**

- Nine GCSEs including Maths, English, Science and Computing, achieved 2004

**References available on request.**

## Other CV types

### Academic CV

An academic CV focuses on educational achievements. Use an academic CV to apply for lecturing or research jobs.

Academic CVs tend to be longer than other types of CV. This is because they include sections on:

- Published work
- Teaching experience
- Research you've done
- Conferences and presentations you've been involved in

Top tips:

- There's no page limit, but you should still keep it relevant and concise
- On your first page, include your academic achievements, research interests and specialist skills
- Include other information, if relevant, on outcomes of your research and future work, professional memberships you have and grants you've received to do your research
- Write in a way so that people without your academic background can still understand it

See an [example academic CV](#) and [download an academic CV template](#) on our website.

### Teaching CV

Use a teaching CV to apply for a job in teaching.

A teaching CV highlights teaching and relevant non-teaching experience, achievements in education and relevant skills.

Top tips:

- Start with your teaching and other school experience, including any voluntary work. Sports coaching, working with youth groups and summer camp jobs are all relevant
- Include details of your teacher educational achievements, from the teacher training itself to other relevant university modules
- Add skills that might be useful such as leadership, IT, musical or language skills
- Add hobbies and interests if they are relevant to the job

- Add details of 2 referees, one from your teaching practice and one from your teacher training

See an [example teaching CV](#) and [download a teaching CV template](#) on our website.

## Legal CV

If you are applying for a legal job such as solicitor or a trainee contract after law school, you should use a legal or law CV.

A law CV highlights your educational background and legal work experience, which would include work placements and holiday schemes.

### Top tips:

- For a trainee contract, you don't have to include a personal profile because your cover letter will say who you are and why you're applying. Later in your career, you'll have to include it
- Highlight your commercial awareness by listing all your commercial experience. Include tasks and responsibilities

See an [example legal CV](#) and [download a template](#) on our website.

## Video CV

A video CV is a short recording, usually 1 to 3 minutes long. It highlights your skills and experience but also allows you to show your personality to employers.

You might use a video CV to apply for work in the media, in marketing and sales or in some creative roles. But you can sometimes use a video CV in other work areas too.

It's important to check whether your prospective employer expects video CVs.

In some cases, a video CV will help you stand out. But this won't work with an employer that prefers written CVs or application forms.

There are smartphone apps that let you film, edit, upload and share videos. If you feel confident enough, you could create your video CV using your phone.

You might prefer to use proper video equipment, including a camera, tripod and video editing software. This will give your video a really professional look.

If you don't have good editing skills, you might want to ask for help. You can either upload your video CV to a website like YouTube or email it directly to employers.

Ensure that the video is "unlisted" and not public. This means that you can send a link to it to employers, but it is not available to anyone else.

Also remember to check that any employer you send your video to is a genuine employer.

### Video CV top tips

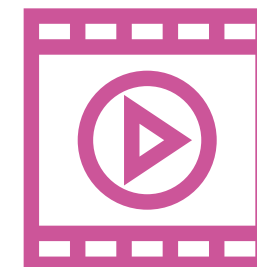
Before you decide to create a video CV:

- Research the company to find out if they would expect a video CV from you. If they have a standard application form instead, put your efforts in to that
- Consider if a video CV would show you in the best light. If you're awkward in front of a camera, it might not be the best way to show your best qualities

If you decide to create a video CV:

- Look online for example video CVs to inspire you. Don't try to copy them
- Record the video several times until you are happy with it
- Be professional in what you say and how you look
- Think about how best to show off your skills. Be creative
- Keep it as short as possible and keep it relevant
- Get someone to watch it and give you feedback

You can [find a full video CV guide](#) on the Build a CV section on [careerswales.gov.wales](#).



## Other creative CVs

Use a creative CV for jobs such as graphic designer, film/video editor and games designer. This type of CV is also used more widely in the creative sector.

A Creative CV can take the form of a document with more visual or creative elements, your own website, an e-portfolio to name a few. Creative CVs can really display your creative skills without you having to describe them. But, CV scanning or parsing software may struggle to read them.

Find out if the company you're applying to expects a creative CV.

Always send a written one as well.

Infographic CVs and online CVs are both types of creative CV.

## Infographic CV

An infographic CV displays your experience visually instead of in words.

You could create a graph of your skills, showing how you've developed them. The infographic should show which skills you use in work each day.

It will be easier to create an infographic CV if you have good design skills. The free version of online tools such as [Canva](#) might be useful, but watch out for added charges.

## Online CV

Employers will look for you online when you apply. Having an online presence that acts like a CV will ensure they notice you for the right reasons.

Many [job websites](#) give you the option to build your CV on their site, as well as to upload a CV you already have.

On [LinkedIn](#) and other sites you can create your own "professional landing page".

[About.me](#) allows you to introduce yourself and include key information you would find on your CV. You can also post links to your own website, social media or blogs or your e-portfolio.

[Global Bridge](#) also allows you to create your very own e-portfolio

## Including a covering letter

### Covering letter

You will usually need to email or send a letter with your CV (and sometimes application) introducing yourself to the employer.

More and more employers are using the cover letter to determine suitability.

A covering email or letter is important as it is your first contact with the employer. Make a good first impression in your covering letter/email and the employer is more likely to read your CV.

The 3 W's Rule to remember when drafting a cover letter

1. What is the post you are applying for?
2. Why you are interested in the post?
3. What skills have you got that match the job description/person specification?

You should structure your covering letter/email like this:

- Opening paragraph to explain what role you are applying for and where you saw the position advertised
- The next section could be made up of a few paragraphs but essentially it should highlight your skills and experience that make you suitable for the post
- Final paragraph saying that you will look forward to hearing from the company, or you could say that you are available for discussions regarding the role
- Remember to include in the letter that you have attached/ enclosed your CV

See a covering letter example below.

### Speculative letter

This is an email or letter to an employer who hasn't advertised a job, but may have available the type of work you are looking for:

- Try to address your letter/email to a named person to send it to — often the Personnel or Human Resources Manager, the company manager or the owner
- State your reason you are writing (see example below)
- Explain why you are interested in working for that employer
- Tell them what skills and experience you have to offer them.

These must be relevant to the type of work you are looking for

Make sure you research the company first before writing. This will help you work out what skills they might be looking for. You can then include these in your speculative letter or email.

Mr Peter Jones  
33 John Street  
Bridgend  
CF31 9ZZ  
Telephone: 01656 777444  
Email: peter.jones657@mail.com

25 September 2022

FAO Jimmy Bloggs  
Personnel Manager  
Welsh Water Meter Reading Services Ltd  
Unit 33 Enterprise Walk  
The Enterprise Estate  
Cardiff  
CF25 7PD

Dear Mr Bloggs

REF: Position of Meter Reader (reference 556027)

I am writing to apply for the post of Meter Reader with Welsh Water, after being made redundant after 16 years of experience with my previous employer. I saw the post advertised on the Indeed website. As you can see from my attached CV, I have vast experience in working in industry, outdoors and in practical roles.

I am accustomed to working in an environment where teamwork and targets play an important part in the daily routine. As team leader at a local factory, I used my negotiation and organisational skills to improve our team's productivity by 30 per cent.

I am adaptable and flexible, am willing and keen to learn, and learn new skills quickly. When starting a CNC supervisor role, I learnt how to control new computerised equipment within a week, so that I could train colleagues.

In addition, I feel I am extremely good at making others feel comfortable, and am always cheerful, courteous and reliable, communicating effectively with others.

I feel the combination of my skills and experience would make me an ideal candidate for a position within your organisation and the new challenges it would bring.

I look forward to hearing from you shortly and am available for interview at any time.

Yours sincerely

Peter Jones

Mr John Smith  
33 Jameson Street  
Pontypridd  
CF99 9YY  
Telephone: 01234 771424  
Email: johnsmith555@mail.com

25 September 2022

Ms Janet Rees  
Managing Director  
Goodlook Blinds  
Valleys Enterprise Park  
Pontypridd  
CF99 6ZN

Dear Ms Rees

I am writing regarding employment opportunities with your company as I am keen to secure employment with a successful, local organisation. My name is John Smith and I have provided my current CV for your information.

I have several years experience in retail sales. At a local bedding retailer, I increased the sales of a particular line by 50 per cent by displaying this product more prominently.

I possess excellent customer service skills. I regularly help customers in choosing products and received a commendation from management for helping disabled customers around the store where I was employed. I am accustomed to working both as part of a team and independently, successfully completing tasks to the highest possible standard within given time scales. I am adaptable and flexible in the workplace and am prepared to undertake any further training that is made available to me. I feel that the combination of my skills and experiences make me an ideal candidate for a position within your organisation.

I look forward to hearing from you

Yours sincerely

John Smith

## CV dos and don'ts checklist

### Remember:

- The presentation of your CV can be as important as the content
- Finally when you have completed your CV, check all the points below. Remember if your CV doesn't look professional the employer may not even read it!

### Do:

- Use a simple layout and font. Fonts like Arial or Times New Roman are professional and easy to read
- Use clear headings and bullet points
- Include the most relevant information for the job
- Include action words that highlight achievements, such as created, improved, produced and achieved
- Keep it concise. Usually, a CV would be no more than 2 pages, and 1 page if you're leaving school
- Some CVs can be longer, for example academic CVs, but still keep information relevant and concise
- Read through your CV and put right any spelling and grammar mistakes. Get others to check it and read aloud to yourself too
- Add hobbies and interests if they are relevant for the job, for example sports coaching or youth work for a teaching job.
- Use your CV to help you write application forms and to help at interviews
- Remember to keep your CV up to date
- Always send a covering letter or email with your CV

### Don't:

- Include everything you've ever done to impress. Employers have lots of CVs to get through so only include the most relevant information
- Include things that are not true. Employers can check and if you're found to have lied on a CV you could lose your job
- Have "Curriculum Vitae" as the title; the title should be your full name. The filename should also include your name too

- Use a flamboyant design or include lots of graphics or photos. The exception to this is if you're doing a creative CV when you're applying for a creative job
- Have a hobbies and interests section with more general hobbies like reading, socialising, walking and swimming. Only include hobbies where they are relevant

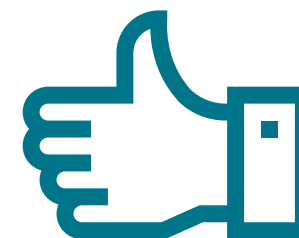
### If you are applying for a specific job:

- Check your CV against the Job Description to make sure skills are covered
- Try to focus the CV on information relevant to the post

## Get support from Careers Wales

The Skills to Succeed Academy is an online learning tool where you can learn more about building CVs, interview preparation and much more. Visit the **Skills to Succeed** page on the Careers Wales website to find out how to register.

- If you need advice or support to create your CV, we're here to help.
- You can contact us by phone on 0800 028 4844, by email at **post@careerswales.gov.wales** or speak to us via webchat
- You can also reach us on social media on Facebook, Twitter, Instagram, YouTube and LinkedIn
- Our phone and webchat service is open Monday to Thursday, 8:00 AM to 6 PM and 9:00 AM to 4:30 PM on Friday
- There's much more on our website **careerswales.gov.wales**



## Notes

Feel free to make your own notes here

### Your contact details

### Personal profile

### Skills

## Employment and / or work experience

### Education and / or training qualifications



**Additional information**

**References**