

Advice for writing a CV - transcript

Employers choose who they want to interview from what is contained on your CV. Therefore, it's really important that it's easy to understand and shows off your plus points. Spelling mistakes, poor grammar and missing information on a CV looks really bad. If it's incomplete or doesn't make any sense, employers may simply throw it in the bin.

There's no right or wrong way to set out a CV, but there are some standard sections that they should contain. These are: personal and contact information, education and qualifications, work history, skills relevant to the job, interests and references.

References should be from people who know you well and can tell an employer about what you have done in the past. They are usually your last two employers. If you haven't worked before, you can use a teacher or a tutor from school or college.

When you're describing your interests, highlight the things that show off the skills that employers look for. Some really good things to include are: any examples of working in a team, relevant voluntary work or work experience, positions of responsibility and any activity that shows off using initiative.

