

A guide constructing Your CV

The following information is vital for any CV to have an impact with an employer/training provider. They want to know, who you are (**profile/interests**), what you can do (**Skills/qualifications/training**) and where you have done it (**employment history/work experience**).

Name, Address and **Contact details** (telephone number, email address and don't forget your postcode!)

Personal Profile or **Career Profile** (this is information about what kind of person you are In a work/training environment, what kind of industry you have experience/interest in etc.

Skills or **Attributes** (this is the things you are good at, experience of using specialist materials/equipment, special licenses etc. (use the skills map to help you)

Work History or **Work Experience** (this is all about where you have worked and acquired the above skills/attributes, what your role and duties were etc. this can be paid or voluntary work – starting with the most recent)

Name of Company:

Job Role/Title:

Duties:

Name of Company:

Job Role/Title:

Duties:

Name of Company:

Job Role/Title:

Duties:

Name of Company:

Job Role/Title:

Duties:

Name of Company:

Job Role/Title:

Duties:

Continue on a separate piece of paper if needed.....

Education, Qualifications for **Training** or all three if you wish?? (this covers your exams/predicted grades from school/college/university etc., any training done.

Hobbies or **Interests** (this is to let people know what you do outside of the workplace, you would be surprised how much people are interested in you! It also gives an idea of other skills you have)

References (you should always be able to provide references for a potential employer/training provider, you don't need to put their details on your CV just that you can obtain them if required. We all need people to vouch for us now and then! But please get permission first)

Once you have completed the above sections, you can make a start typing them up, using the titles to separate the sections. Don't worry too much about it at this stage; I am able to help you with this.

Once typed up, save and email a draft to me to look at for you:

Sarah.chadwick@taw.org.uk

Good luck!!