



CV Preparation Guidelines

Think!

What do you have on your Facebook, Twitter, Bebo or MySpace profile that might be deemed unprofessional? Consider the posts and photos you have there.

Is your e-mail address appropriate? If you use something that might be considered rude or offensive, then set up an e-mail address for job applications that just uses your name (and numbers, if necessary).

Don't assume that an employer knows what you mean by every statement on your CV - explain things properly.

Layout

Use a fairly plain font such as Arial, Times New Roman or Garamond as these are easy to read. Elaborate fonts do not make easy reading and employers are less likely to read all the way through the document.

In this order, use clear headings such as

Personal Profile
Key Achievements
Qualifications
Work
References

Ensure that you spell check your CV (F7 key on your keyboard!) and read through it twice to ensure that everything makes sense. Better yet, get someone to check it for you as sometimes another pair of eyes can make a big difference.

Use two lines between each section of your CV so that it is easy to read.

Other

Include a covering letter with your CV. In it, tell the employer which position you are applying for.

It is also vital to keep our Record of Achievement up to date and take it to interviews with it - the majority of employers are genuinely interested in this.

Try to keep your CV to just two pages at this stage in your career

A sample layout follows with guideline notes, followed by a sample CV.

Name of Student

Personal Profile

This is the paragraph in which you can tell an employer what you're about, what you are able to do and why you would add value to the business. It is where you "sell yourself" upfront, so use active descriptions of your abilities and key strengths. Tailor the personal profile to the job you are applying for - which means you must read the job description and key criteria carefully. Attention to detail really is essential, especially in the first part of a CV that an employer reads. This section should be approximately six lines in length.

Key Achievements

Think about what you have been doing outside of school over the last few years. This could include activities such as Duke of Edinburgh, IDD Management Shadowing, English Speaking Board, Music and/or Dancing Exams, Peer Mentoring, Prefect duties, Young Enterprise,

Most importantly, this is where you need to detail the skills you learned/developed from each of these activities, and ideally how you feel they can be used in your career.

Qualifications

List the schools attended chronologically, with the most recent first. With each school you attended, list your qualifications. These should be listed in Grade order, with the highest grade first.

Do include qualifications such as BTEC, CeFS and DeFS as these are equally as valid as the AS and A2 examinations.

Work Experience

List any work experience (through GWex), part time work and voluntary work you may have undertaken. Details the duties, level of responsibility you had, how long you were there for. Also state what you learned from each role, what qualities you demonstrated in each role, why you did the work and what you got out of it (ie learning, career development - not pay!) and whether or not you held any positions of trust.

References

Give one school and one work or one personal reference - the latter should never be from a relative, but can be a close family friend. Include each referee's address and telephone number.

Contact Details

List your address, telephone and e-mail numbers (remembering the guidelines!) so that an employer can contact you easily.

Anthea Nicola Other

Personal Profile

I am a hardworking, proactive individual looking for a trainee position in which I can develop my career in the finance sector. As a student I have a logical approach to new challenges and am able to perform effectively under pressure and believe that I can use these skills effectively in the workplace. I work well on my own initiative as well as part of a team. I am PC literate and have good communication, time-keeping and organisation skills.

Key Achievements

Duke of Edinburgh Bronze Award - completed June 2009
Violin Grades 1-8 (Grade 8 with distinction, passed December 2007)
Member of School Orchestra
School Netball Team from 2008 - 2010

From these activities and achievements I have gained valuable skills for my future employment. I have participated in team sports demonstrating my ability to work with others, as well as individual activities such as Management Shadowing where I observed a senior manager in her day to day work, and learned about the management role and how it impacts on the department and the rest of the organisation.

Qualifications

Grammar School and Sixth Form Centre, Guernsey : September 2008 - June 2010

<i>Examination/Subject</i>	<i>Grade</i>	<i>Date</i>
A2 English Language	A	Predicted
A2 Music	B	Predicted
A2 French	C	Predicted
A2 History	D	Predicted
AS English Language	A	June 2009
AS Music	B	June 2009
AS French	C	June 2009
AS History	D	June 2009

Les Beaucamps Secondary School, Guernsey : September 2003 - June 2008

GCSE English Literature	A*	June 2008
GCSE English Language	A*	June 2008
GCSE Mathematics	A	June 2008
GCSE French	A	June 2008
GCSE Chemistry	B	June 2008
GCSE Music	B	June 2008
GCSE Geography	C	June 2008
GCSE History	C	June 2008

St Andrews Primary School : September 1996 - June 2003

Anthea Nicola Other

Work Experience

Position: Volunteer work at Animal Aid - School holidays from August 2005 to date

Duties: My main responsibilities were the cleaning of the cats and dogs areas, feeding the animals, grooming and dog walking. I enjoy this work as it gives me the opportunity to show that I can take sole responsibility for the welfare of the animals I care for.

Position: Saturday job at Creaseys - June 2007 to date

Duties: My role included serving customers in the ladies clothing and makeup & fragrances departments, cashing up the till at the end of the day and maintaining stock levels and ordering goods. I was trusted with handling money and passing the till contents to my supervisor.

Position: One week work experience with Investment Bank Plc - June 2009

Duties: Observation of staff in the Banking, Investment, Trust and Custody areas in their day to day work.

References

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