

The logo for Bishop Auckland College is a white trapezoidal shape with a black border, containing the text "Bishop Auckland College" in black.

**Bishop  
Auckland  
College**

**Enjoy,  
Learn,  
Achieve,  
Progress.**

# **Thinking about your CV: Hints & Tips**

***Curriculum Vitae***

**Latin for -  
'The course of life'**

*(A summary of your personal details, education,  
experience and skills)*

## What to include on your CV

- **Personal Details**  
(Name, address, date of birth, phone number and any other contact details including mobile phone, e-mail address)
  
- **Personal Profile/Statement**  
(A paragraph about your skills, experience and personal qualities)
  
- **Education & Qualifications**  
(List of qualifications already achieved or working towards\*\*)
  
- **Work History**  
(This can include paid, unpaid, voluntary or work experience\*\*)
  
- **Leisure Interests/Hobbies**  
(Only list hobbies and interests that you can talk about!)
  
- **References**  
(Remember to ask permission from the person before you include details on your CV)

**\*\*Always start with the most recent first**

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## Hints & Tips

When writing your CV remember to:

- **SELL YOURSELF!**
  - **ALWAYS BE POSITIVE**
  - **INCLUDE A GOOD PERSONAL STATEMENT**
  - **ALWAYS WORD PROCESS THE CV**
  - **INCLUDE YOUR SKILLS AND QUALITIES**
  - **START FROM THE PRESENT AND WORK BACK**
  - **KEEP IT NEAT, SHORT AND FACTUAL**
  - **USE GOOD QUALITY PAPER**
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## Self Assessment - Qualities and Skills

- **Skills** - what you can do or have learnt to do (use a computer, maintaining and repairing things, driving etc.)
- **Qualities** - what makes you the person you are (reliable, honest, responsible etc.)

### TASK

Look at the words below and decide what is a skill and what is a quality -

Hard worker S/Q

Quick learner S/Q

Considerate S/Q

Communication S/Q

Handling customers S/Q

Problem solving S/Q

Flexible S/Q

Sense of humour S/Q

Following instructions S/Q

Friendly S/Q

Practical S/Q

Word processing S/Q

Use of telephone S/Q

Confident S/Q

Trustworthy S/Q

Computing S/Q

Willing to learn S/Q

Finding solutions S/Q

Completing paperwork S/Q

Enthusiastic S/Q

Driving S/Q

Handling money S/Q

Repairing things S/Q

**TASK**

Think of some of your own skills and qualities - list them below.

Write two or three sentences to sell yourself to an employer (Personal Statement)

Skills	Qualities

**(Personal Statement)**

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## **How to keep your CV up-to-date**

Your CV must be updated at regular intervals. You will then be ready for any opportunity that may arise! You need to think about:

- Contact Details – have these changed recently?
- What you have done since you last updated your CV. Does it show all your skills and qualities?
- Have you recently completed a course or have started a new course?
- Have you gained further experience in this type of work? Have your duties changed?
- Are you still doing the hobbies you have mentioned? (Employers will talk about this at interview).
- Are your referees still willing to give a reference?

**Updating your CV on a regular basis will help you to look at future career goals and decide on your personal and professional development.**

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