



## Guidance notes on writing a CV

For almost any job application, you will be required to submit a CV. It is often the first piece of evidence that you present to a prospective employer that you are a good candidate for a job.

Although the success of your application may not depend entirely on the quality of your CV, if you remember that you are often just one of many applicants, your ability to make your CV stand out from the others will certainly do no harm to your application, and may well help you to get ahead of the competition.

Employers want to be able to look at a CV and assess very quickly whether you are an applicant who is worth talking to in more detail. So it really is important that you use the CV to sell yourself as well as you can. You may be outstandingly qualified for the type of role you are applying for. But if that is not clear from your CV you may very well be disappointed.

Using your CV to sell yourself does not mean making things up! Never try to include things which are clearly untrue. However, you should definitely try and make the very best of your **relevant** skills and experience. And by relevant, we mean it must be appropriate to the job for which you are applying.

In the end, there is no “right” way to produce a CV. However there are plenty of bad CVs out there. Things to avoid include:

- Non-standard print fonts
- Symbols, pictures and icons
- Multiple underlines, overuse of bold and capital letters, and text boxes
- Subjective statements about yourself (eg I am extremely talented...)

The following is an example of a CV format that works. It is:

- Simple to follow
- Clean and uncluttered
- Tells a story of somebody who has a consistent and clear interest in the area in which he wishes to work

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## Charles F. Rogers

<b>Home Address:</b> 27 Airport Drive Hounslow Middlesex TW4 3HR	<b>Telephone:</b> 0208 570 1400 <b>Mobile:</b> 07890 987654 <b>E-mail:</b> <a href="mailto:charles@therogers.com">charles@therogers.com</a> <b>Nationality:</b> UK Citizen
<b>Date of Birth:</b> 12/05/1985	<b>Family status:</b> Married – 1 child

### Summary of skills, experience and approach

Committed and experienced care worker with over 5 years of relevant experience working with Mental Health and Drugs and Alcohol client groups. Currently studying for a degree in social work part-time (expected to qualify in 2010), with a specific focus on working with teenagers with Drug and Alcohol related challenges.

I have received consistently good or excellent performance scores in appraisals, which have highlighted my key strengths as:

**Communication:** Quickly able to establish effective communication with clients and co-workers

**Teamwork:** Contribute to the all round performance of the team I work with

**Reliable:** Attend on time and no unexplained absences

**Professional:** Always looking to improve my knowledge, skills and understanding by working with co-workers

### Employment History

January 2008 to present – Session Worker “Restart” substance abuse rehabilitation centre

June to December 2007 – Support worker, multiple locations mostly dealing with substance abuse - Topstaff (Agency)

March 2005 to June 2007 – Support worker, multiple locations mostly dealing with Mental Health - SC People (Agency)

January 2003 to February 2005 – Residential Care Worker – “Freshfields” respite centre

September 2003 to Present – Voluntary worker for “Foodforce” – charity for young rough sleepers.

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**Education**

**Other qualifications:** Current – Moving and Handling; Food Hygiene; First Aid

**A/AS:** English B, History C, Sociology B

**GCSEs:** English Lit A, History A, Geography B, Art B, Sciences B, Mathematics B

**Outside Interests**

I am a keen sportsman and a founder member of a local five-a-side football team.

I am a volunteer fundraiser for local charities, specialising in helping young people with a history of substance abuse.

**References**

Available on request.