

CV Expectations

Things to consider when writing a CV

What is a CV?

The term CV is short for Curriculum Vitae which is Latin for 'the course of one's life'.

A CV is a short, written summary of your skills, achievements and experience. You use it in the first stage of applying for jobs. Employers often ask for a CV instead of an application form.

A CV is a clear way for all relevant information to be stored together and can be updated when required. Having an up to date CV will also help to make it easier if you need to transfer information to the employer's application form.

What should a CV look like?

There are lots of templates that can be found online that can be used when helping your child to write their CV. Encourage your child to use one that they feel comfortable with.

Good advice is provided on the National Careers Service website:
nationalcareers.service.gov.uk/get-a-job/cv-sections

Tailoring the CV to the job advert












Once your child has a standard CV that they are happy with, you can enhance it by tailoring it to the role that they are applying for. To do this, you can help your child to incorporate buzz words and phrases from the advert or job description into their CV.

Hobbies and interests

This section of a CV is optional, although make sure they remove the header if it is not going to be used. Writing about their hobbies or interests that are relevant to the role may support their application and they can show a little bit of their character.

Step 1: Identify skills and attributes

Think of all of the hobbies and interests that your child has and the skills and attributes that this may show to a future employer. Use the grid opposite for some ideas of where to start.

Hobby	Skills	
Art 	Creativity, eye for detail, techniques, passion, patience, idea development.	<input type="checkbox"/>
Comedy 	Initiative, resilience, creativity, idea development, humour, confidence.	<input type="checkbox"/>
Cooking 	Creativity, attention to detail, patience, self-expression, multitasking, decision making.	<input type="checkbox"/>
Dance 	Creativity, dedication, resilience, confidence, perseverance, motivation, discipline, self-belief.	<input type="checkbox"/>
Drama 	Confidence, self-awareness, presentation skills, dedication, resilience, teamwork, communication skills, creativity.	<input type="checkbox"/>
Gaming 	Communication skills, analytical, resourcefulness and adaptability, technical skills and problem-solving.	<input type="checkbox"/>
Make up, fashion 	Creativity, following trends, research, techniques, interpersonal skills, confidence, attention to detail.	<input type="checkbox"/>
Music 	Dedication, creativity, teamwork (if in a band/orchestra), perseverance, memory, listening, collaboration and confidence.	<input type="checkbox"/>
Reading 	Imagination, empathy, creativity and attentiveness.	<input type="checkbox"/>
Sports/fitness 	Motivation, communication, passion, dedication, teamwork, leadership, time-management and competitiveness.	<input type="checkbox"/>
Volunteer work 	Motivation, passion, dedication, communication, interpersonal skills, networking, sense of community and empathy.	<input type="checkbox"/>