

CV Expectations

Things to consider when writing a CV

Step 2: Other hobbies and interests

Does your child have a hobby or interest that isn't included in the list provided? If so, write it down and think of the skills that this shows a potential employer.

Hobby	Skills

Step 3: CV building

Discuss with your child any of the hobbies or interests that they have listed above and how they may support their CV. They can then pick the ones that would be most suitable for each CV or application that they send in the future.

Checklist when supporting your child to write a CV

- The layout, design and spacing of the words and paragraphs is consistent.
- The contact details are correct, including a professional email address.
- They have updated their answerphone message to something sensible if needed.
- The font is the same. The most common recommended fonts for writing a CV are Times New Roman, Arial, Verdana or Helvetica.
- The font size is point 11 or 12.
- The CV should be no more than 2 A4 pages.
- The headings should be bold and clear.
- The information should be organised and in inverse chronological (your most recent experience goes first).
- The sentences are short and use bullet points.
- They have referenced buzz words from the advert / job description into the CV.
- They do not need to list references on the CV, but make sure that it is recorded that they are available upon request. Try not to use family members as referees. A school teacher can usually be included, but it is a good idea to seek the permission of anyone that they would like to list as a referee before they submit the application.
- Proofread to make sure that they check the words, spelling and grammar on their CV are correct.
- Include hobbies or interests that they would be confident to talk about in an interview.
- The information must be true, remember they may be asked about it at an interview.