

# Curriculum Vitae



# Workbook



Please enter your  
personal details  
below.

Today's Date      /      /      (Day/Month/Year)

Name

Address

Post Code

Telephone Number

Mobile Phone Number

Email Address

# ***What Is A Curriculum Vitae?***

A 'Curriculum Vitae' is a brief summary of your personal details, education, employment history, voluntary work, work experience, hobbies and additional information including your skills and abilities. It helps you sell yourself to prospective employers.

Please work through this book, completing the sections as you go to allow us to make your CV.

## **Making Things Up**

Making things up really won't work, all you need to do is make the most of skills that work, study or life experience have given you.

## **Little or No Work Experience**

In terms of little or no work experience, this is quite immaterial. Try and use experience from voluntary work or work at school to show your capabilities.

## **Poor or Zero Qualifications**

In the same way, qualifications do not make or break a CV - If your qualifications are minimal or non-existent, you just need to make sure that other sections on the CV make up for this.

## **Do You Need References?**

It is quite useful to have a couple of people who can say good things about you and are willing, if required, to write a reference, but It's quite common to just have a line saying 'References available on request' on your CV and then provide the details when/if they are asked for by your potential employer.

## **Hobbies and Interests - Why These Might be Useful**

There are sections on hobbies/interests on many CV's often in a final section; the only reason for giving these is if they say something special or unique about you. They can be valuable, because they give a sense of the real person behind the CV and can let an employer guess the kind of person you might be.

# Personal Profile



Tick up to 8 Statements that apply to you, use the box at the end to add your own.

- |   |   |
|---|---|
| <input type="checkbox"/> Hard working and willing to learn new skills                                 | <input type="checkbox"/> Has a good telephone manner.   |
| <input type="checkbox"/> Keen, honest and trustworthy.  | <input type="checkbox"/> Is motivated and self reliant, sets aims and targets and leads by example.       |
| <input type="checkbox"/> A good timekeeper with a proven record of attendance.                        | <input type="checkbox"/> Able to prioritise and delegate work appropriately                               |
| <input type="checkbox"/> Reliable and dependable - high personal standards and attention to detail.   | <input type="checkbox"/> Enthusiastic, highly adaptive and eager to learn.                                |
| <input type="checkbox"/> Able to work at heights.   | <input type="checkbox"/> Enjoys a challenge and can work to tight deadlines when necessary.               |
| <input type="checkbox"/> Capable of coping with different jobs.                                       | <input type="checkbox"/> Has all round experience of managing people.                                     |
| <input type="checkbox"/> Able to work shifts / nights / overtime.                                     | <input type="checkbox"/> Has experience of stock taking, paperwork and handling cash.                     |
| <input type="checkbox"/> Happy to take responsibility for his/her own work.                           | <input type="checkbox"/> Supervisory experience.  |
| <input type="checkbox"/> Happy to work on his/her own or as part of a team.                           | <input type="checkbox"/> Is conscientious, hardworking and of a smart appearance.                         |
| <input type="checkbox"/> Can work on their own initiative.  | <input type="checkbox"/> Willing to learn all aspects of the work.  |
| <input type="checkbox"/> Can motivate staff and get the job done.                                     | <input type="checkbox"/> Is good at figure work.  |
| <input type="checkbox"/> Takes a great deal of satisfaction from doing a job well.                    | <input type="checkbox"/> Can quickly grasp new office procedures.   |
| <input type="checkbox"/> Strong planning and organising abilities - an efficient time-manager.        | <input type="checkbox"/> Works well under pressure, resolving problems and challenges.                    |
| <input type="checkbox"/> Enjoys serving customers and dealing with the public.                        | <input type="checkbox"/> Has a common sense approach and learns quickly.                                  |
| <input type="checkbox"/> Takes pride in their work / appearance and always does a good job.           | <input type="checkbox"/> Strong presentation skills both verbally and written.                            |
| <input type="checkbox"/> Has effective communication skills.  | <input type="checkbox"/> Able to follow orders and instructions   |
| <input type="checkbox"/> Adaptable and a quick learner.   | <input type="checkbox"/> Self driven and self-reliant - works well with others, motivates and encourages. |
| <input type="checkbox"/> Friendly and outgoing personality  | <input type="checkbox"/> Energetic and physically very fit.   |
| <input type="checkbox"/> Good interpersonal skills, works well with others, motivates and encourages. | <input type="checkbox"/> Quick to respond to opportunities and problems.                                  |
| <input type="checkbox"/> Strong administration skills   |   |

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# Key Skills



Tick up to **6** Key Skills that apply to you, use the box at the end to add your own.

- |   |   |
|---|---|
| <input type="checkbox"/> Accurate                   | <input type="checkbox"/> IT Skills                      |
| <input type="checkbox"/> Administration Skills      | <input type="checkbox"/> Maintaining Records            |
| <input type="checkbox"/> Advising Individuals       | <input type="checkbox"/> Managing Resources             |
| <input type="checkbox"/> Articulate                 | <input type="checkbox"/> Motivating Others              |
| <input type="checkbox"/> Calculating Numerical Data | <input type="checkbox"/> Office Administration          |
| <input type="checkbox"/> Calm Under Pressure        | <input type="checkbox"/> Operating Equipment            |
| <input type="checkbox"/> Cash Handling              | <input type="checkbox"/> Organised Events               |
| <input type="checkbox"/> Checking For Accuracy      | <input type="checkbox"/> Organising People              |
| <input type="checkbox"/> Clear Thinking             | <input type="checkbox"/> Organising Social Events       |
| <input type="checkbox"/> Communication              | <input type="checkbox"/> Persuasive                     |
| <input type="checkbox"/> Computer Programming       | <input type="checkbox"/> Planning Agendas               |
| <input type="checkbox"/> Confident                  | <input type="checkbox"/> Practical                      |
| <input type="checkbox"/> Consistent                 | <input type="checkbox"/> Preparing Charts or Diagrams   |
| <input type="checkbox"/> Construction Skills        | <input type="checkbox"/> Processed Invoices             |
| <input type="checkbox"/> Co-ordinating Events       | <input type="checkbox"/> Prompting Events               |
| <input type="checkbox"/> Delegating Responsibility  | <input type="checkbox"/> Protecting Property            |
| <input type="checkbox"/> Dextrous                   | <input type="checkbox"/> Raising Funds                  |
| <input type="checkbox"/> Editing Documents          | <input type="checkbox"/> Recording Data                 |
| <input type="checkbox"/> Efficient                  | <input type="checkbox"/> Repairing Mechanical Equipment |
| <input type="checkbox"/> Enthusiastic               | <input type="checkbox"/> Responsible                    |
| <input type="checkbox"/> Equipment Installation     | <input type="checkbox"/> Retail Experience              |
| <input type="checkbox"/> Filling Documents          | <input type="checkbox"/> Running Meetings               |
| <input type="checkbox"/> Good With Hands            | <input type="checkbox"/> Scheduled Rotas                |
| <input type="checkbox"/> Customer Handling          | <input type="checkbox"/> Setting Up Demonstrations      |
| <input type="checkbox"/> High Initiative            | <input type="checkbox"/> Speaking To The Public         |
| <input type="checkbox"/> Honest                     | <input type="checkbox"/> Supervising Staff              |
| <input type="checkbox"/> Imaginative                | <input type="checkbox"/> Sympathetic                    |
| <input type="checkbox"/> Innovative                 | <input type="checkbox"/> Teaching                       |
| <input type="checkbox"/> Interpreting Data          | <input type="checkbox"/> Team Work                      |
| <input type="checkbox"/> Interviewing People        | <input type="checkbox"/> Training Staff                 |

_____	_____
_____	_____
_____	_____
_____	_____

# ***Employment History***

*This section contains your employment history or any work experience. You should:*

- ◆ Start with your current or most recent period of employment and work backwards to the first job you had.
- ◆ State your job or occupation.
- ◆ Include the name of the employer and the dates you were there.
- ◆ Write a brief list of duties involved in the job including any achievements.
- ◆ Use the blank page at the end of the booklet if you need more space.



**Fill in the details  
below, most  
recent job first.**

Name Of Company: \_\_\_\_\_ Start Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Duties:

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Name Of Company: \_\_\_\_\_ Start Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Duties:

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Name Of Company: \_\_\_\_\_ Start Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Duties:

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Name Of Company: \_\_\_\_\_ Start Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Duties:

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## ***Voluntary Work***



Make sure you give the location, date and any duties performed.

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## ***Hobbies / Interests***



List any hobbies you enjoy and why you enjoy them.

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## ***References***



Please provide the details of your references.

Do not worry if you do not have references or the details to complete this section, just leave it blank. Please ask a member of staff for more information about references.

- ◆ Ensure you give all the details of the referee's name, occupation, address, post code and telephone number.
- ◆ If possible you should use a Employer, Teacher or Tutor.
- ◆ **ALWAYS** check with the person before using their name on your CV.

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

# ***Example CV***

## **Daniel Example**

22 Not A Road  
Somewhere  
Bebington  
CH11 1HH

**Tel:** 0151 111 1111

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### **Personal Profile**

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A hardworking, reliable and enthusiastic individual who is capable of adapting to any situation. Enjoys learning new skills and is an honest and punctual person.

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### **Key Skills**

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- ◆ Practical
- ◆ Design Skills
- ◆ Analytical
- ◆ Communication Skills
- ◆ Adaptable
- ◆ Organisation Skills

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### **Work Experience**

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**P.A. WELDING Co. Ltd.**  
**Welder**

**1997**

Welding – ARC, MIG & TIG, Cleaning of machinery, cutting of plate metals to shape, re-shaping of metals.

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### **Education**

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**St. Francis Xaviers College**

English Language  
English Literature  
Mathematics  
Art

Science  
CDT  
Geography  
French

**1992 – 1998**  
(Awaiting Results)

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### **Hobbies / Interests**

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I enjoy a variety of interests, which include playing football, golf, fishing, listening to music and repairing bicycles. I also enjoy designing and making gadgets for fishing and building remote control vehicles.

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### **References**

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Available Upon Request.