

# HOW TO...

# WRITE THAT KILLER CV

## WHAT IS A CV AND WHY DO YOU NEED ONE?

The word CV is short for Curriculum Vitae, Latin for 'course of life'. It is a summary of your work and life, to give prospective employers an overview and see if you are a good fit for the job vacancy they have. In the USA this document is called a resume.

## MAKE SOME NOTES!

### A

- Ideally you should research the job you are applying for
- Find out about the company
- What is the job you are applying for called and what will be the roles and responsibilities?

### B

## REMEMBER - FOCUS ON YOURSELF

- Personal Details
- Your name
- Your full address and postcode
- Phone number you are most likely to be contacted on
- Email address
- You are not legally required to provide details of your age, date of birth, marital status or nationality
- If you have a professional social media account such as LinkedIn you can include that

### C

## EDUCATION HISTORY

- List the titles of your qualifications
- The school, college or university where you studied
- The dates you attended

### D

## WORK EXPERIENCE HISTORY

- Include work placements, volunteering and any paid jobs you have held.
- You will have to give details of the employer, most recent first
- Job title
- The dates you worked
- A brief outline of what you did, only 2 or 3 lines

## PERSON PROFILE

Write a few words about yourself. What sums up who you are, what you are hoping to do in the future and what traits you think will be valuable for an employer.

## FINAL STEP...

Make yourself seem interesting, engaging and use positive language. Try using these steps to

**SITUATION** - A situation you had to deal with

**TASK** - describe the task you were given to do

**ACTION** - What action did you take

**RESULT** - What was the end result and describe what you learned from the experience.

Add at least three hobbies or interests and don't forget two references one can be personal and one business.

# #SKILLS #ARMY

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