

CV (Resume) Part 1

Click the link and read the article with tips and examples of CVs: <https://standout-cv.com/pages/school-leaver-cv-example>.

Then complete the two texts below (drag and drop the missing phrases).

Your resume or CV is to advertise your skills and knowledge to potential employers. It will be read by hiring managers and recruiters. Show them that you have the skills and knowledge to perform the job.

When you write your CV, you need to:

a) do some research to **find out what your target employer requires** from a candidate:

- **Qualifications** – Certificate of Secondary Education (or Matura results), degrees,
- **Soft skills** – personal traits that show how you work on your own and with others,

- **Hard skills** – skills obtained through training or education, e.g. technical knowledge or abilities that are easily defined or acquired through certifications, schooling, training and courses,

- **IT skills** – (they belong to hard skills) Outlook, Word, PowerPoint, Photoshop etc.
- **Experience/ Knowledge** – Accountancy, marketing, etc.
- **Extra-curricular activities** – Sports, hobbies, clubs, etc.

b) summarise your skills, education and passion to meet the recruiter's expectations,

c) write about your achievements at school, the most impressive exam results, especially those related to the job you are applying for,

d) mention any clubs and sports teams you were a member of,

e) write about any work experience:

It can show some skills that are required for the job you are applying for: communication, working with customers, planning, team work, etc.

Even if you don't meet all the requirements, always try to refer to that list. You may also write that you are working to get some skills.

e.g. if you apply for a job in a restaurant, write about your passion for cooking or trying some new dishes rather than about your passion for horse-riding or fitness activities.

part time jobs, holiday jobs, voluntary work.

e.g. are you communicative, well-organised, able to work under pressure, good at solving problems, open-minded, willing to learn, etc.?

e.g. if it's a job in gardening, highlight your fantastic grades in biology.

e.g. by participating in an online course.

e.g. foreign languages, Microsoft Office Suite (and other IT skills), Social media,

Parts of a CV

Heading:

At the very top of your CV write your name and a professional title that relates to your field (e.g. Business studies graduate). [redacted]

CV profile (Personal statement)

It will be the first thing recruiters look at, so give them some good reasons to be interested in you.

[redacted] (with sentences, not with a pointed list) in a way which reflects the qualities that the employer requires (so again refer to the list you made earlier).

Core skills

List your most important skills and achievements. Recruiters are very busy,

[redacted] can give them a really quick snapshot of your talents, and encourage them to read the rest of your resume.

Career summary

If you have some relevant work experience, then place your work history above your education. Write about any part time jobs, holiday jobs, voluntary work. It can highlight some skills that are required for the job you are applying for. [redacted] in those jobs.

Education and qualifications (schools and courses)

References available on request (just write this phrase as in the examples)

List your key responsibilities and achievements

Just summarise your skills

so a simple list of valuable skills and achievements

Include your phone number, e-mail address and location.