

## Writing a CV

Stick to **two sides maximum** and avoid overlapping a section where possible. If you want to get the job you are after, you want your CV to stand out for the right reasons. Keep it easy to read and tidy looking ... it subliminally says a lot about you that you want them to think! Also think of the Seven Cs: How can you illustrate **confidence, curiosity, collaboration, communication, creativity, commitment** and **craftsmanship**?

The Tab key is a really useful key to help you create columns without creating tables.



### Alternatives to 'I am good at...':

- I am skilled at (or with)...
- Excelling at...
- I am exceptional at...
- I am competent in...
- With the ability to...
- I have a talent for...
- I am familiar with...
- I am adept at...
- I am qualified to (or in)...
- I am especially skilful at...

### Alternatives to 'I am interested in...':

enthusiasm, passion for, excited by, keen on, eager to learn about.

### Think about using some of these words to sell yourself in a letter, email or CV:

Able	Dependable	Keen	Reliable
Accurate	Determined	Loyal	Resourceful
Adaptable	Effective	Motivated	Responsible
Ambitious	Efficient	Outgoing	Thorough
Calm	Enthusiastic	Organised	Versatile
Capable	Flexible	Persistent	Willing
Confident	Hardworking	Practical	Competent
Honest	Punctual		

### Barclays' LifeSkills:

Whether you want to build up your self-confidence or you're not sure where to start with your CV, Barclays' LifeSkills can help you with the key skills you need to help you get where you want to be. They also provide an online CV Builder! It is really straightforward to use. You need to register to access the resources.

[barclayslifeskills.com](http://barclayslifeskills.com)

**LifeSkills**  
Created with  **BARCLAYS**

Name: Mr John Luke Travis  
Date of Birth: 12 February 1993  
Age: 15  
Address: 12 Davey Road  
Norwich  
NR4 3DF  
Home: 01603 498890  
Mobile: 07770 542443  
Email: jtravis@bsinterweb.co.uk

### Key Skills

- Noted ability to work well with others, including customers, and have had leadership experiences
- Experience of using Microsoft Office software: Word, Excel and PowerPoint

*[Even better if you can give real examples of when you have been able to demonstrate your skills.]*

### Education and Qualifications

2012 - present Thorpe St Andrew School and Sixth Form,  
Laundry Lane, Norwich, NR7 0XS

#### GCSEs (Current Level of Performance)

English Language	C	History	B
English Literature	B	PE	C
Mathematics	A	Catering	C
Science Additional	B		

#### GCSEs (June 2014)

Science Core	B	Ethics	C
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2016 St John Ambulance, Norwich - First Aid Qualification

2017 Associated Board of Music - Piano, Grade 5

### Work Experience

2015 – present JT's Newsagent, Borrofield Road, Norwich, NR4 4DE  
General Assistant  
Responsible for helping customers, stocking shelves and checking current stock

### Hobbies and Interests

I enjoy listening to a music, ...

*[Think about what your hobbies say about you. 'Enjoys socialising' can sound like an outgoing person but also like one who is always out with their friends! Emphasise the personal skills you have acquired doing that hobby, i.e. rock climbing means you can talk about keeping fit, but also the concentration involved and determination to reach goals set. Include dates of how long you have been doing a hobby and any qualifications obtained. Think of the w-words: what, where, when, who, why. Give examples.]*

### Referees

Mr G Jones  
Sixth Form Tutor  
Thorpe St Andrew School and Sixth Form  
Laundry Lane  
Norwich  
NR7 0XS

Ms J Garrett  
Piano Teacher  
45 Wensum Drive  
Norwich  
NR3 2DT

*[Do everything you can to make your CV readable and that it maintains the employer's interest. Give them the truth but in an attractively-written way but which leaves plenty for you to add to in the interview.]*