

Information Sheet

Writing a CV or Resume

It can be useful to have a short, written summary of your work, volunteering or training experiences when you are applying for a new job, volunteering role or a college or training course.

This is sometimes called a Curriculum Vitae (or CV for short) or a Resume.

You might provide this when you first apply or speak to someone about a job or a course.

Once you have created this, you can keep it updated – adding to it when you gain new roles and experiences.

There are many different ways of creating a CV, depending on your experiences and what you might be applying for, but here is some essential content to include:

- ✓ Your full name
- ✓ Your contact details – a phone number and/or an e-mail address will do.

✓ Work or volunteering experiences:

- Include the employer or place of work and the dates you worked or volunteered there.
- You might add a brief summary of your role.
- If you don't have any experience of work or volunteering, you might include examples of when you have taken on a role or a responsibility, such as in a group you attend, or at home.

✓ College or training courses:

- Include the place of study or training, the dates you attended, and any certificates or qualifications you were awarded (including grades).

✓ Skills and knowledge:

- Highlight any particular skills and knowledge you might have gained.
- Examples include helping other people, computer skills or being part of a team.

✓ Interests and hobbies:

- Include any interests that might be considered useful or relevant to the types of roles you are applying for.
- Examples include using a computer, taking care of a pet or cooking or gardening.

