



Writing a CV

Why a CV is beneficial

So you may ask; 'Why should I write a CV' if I'm planning to go to university or college?' Maybe, you have little to no work experience or you want to go into work but you are feeling less confident about your options since the Coronavirus crisis.

What is a CV?

CV (also known as a Curriculum-Vitae) is a written overview of your skills, education, and work experience.

Why should I write a CV?

By writing your CV now, you are taking stock of the skills you already have and setting goals for those you want in the future.

Ask yourself the following question:

How does the CV I have now, compare to the CV I would like to show employers once I have finished Higher Education?

This can lead to you setting achievable goals for yourself.

By preparing a CV that you can update as needed, you will be better placed to respond to job openings as they become available and take advantage of opportunities to develop your CV further.

Also, your CV is one of the best ways to advertise yourself to a future employer.

It is usually the first contact you have with an employer and can help you stand out from the crowd by showing you are skilled and motivated.

If this is your first CV, you should spend some time thinking carefully about the layout.

You may not have much work experience to include so it is a place to list your skills, interests, education and achievements.

Also, make sure you check your CV once it is completed. Spelling mistakes and grammatical errors will not give the impression you want to a future employer.

We have provided a sample CV for you on the activity webpage

Once you have completed your CV, the task isn't over.

Look at your CV and identify what is missing. What would you like your CV to look like in 5 years' time?

Take a look at our Goal Mapping activity to help you map goals to your ideal job, work experience or training course.

Use websites such as [Career Pilot](#) to help you find work experience to continue building your CV so when the jobs start emerging after coronavirus, you are in a better position to snap them up.

Good Luck!