

CV & Job Application Guidance

This guidance will help you make the right, positive impact

- CVs must be typed using font sizes 11, 11.5 or 12, not larger, or smaller depending on font
- Use a clear, simple font, like Arial, Calibri or Verdana, in black only
- Insert the date at the top of the CV or in a header e.g., CV – updated 4 May 2021
- Insert page numbers in the footer, you can also include your name and/or job title
- Only use **bold** or underline for headings, not within the text. Do not overuse CAPITALS
- Space out the sections so the CV is easy to read and looks neat, avoid text boxes
- Aim for 2 pages or 3 pages at most, if you also include a short supporting statement
- Update your CV for different jobs; this shows you have made an effort to present yourself to each potential employer. A basic, standard CV will not have the same positive impact
- If a standard application form is required, you need to complete this. It may be possible to also submit your CV, but check first as some employers do not want to receive CVs.

Use a standardised 'CV Builder' format that includes:

PERSONAL DETAILS: at the top of your CV. Name, your location or base e.g. Hatfield, Hertfordshire (does not need full address), email and contact details.

SHORT PROFILE: highlighting 3 – 4 attributes that best describe you. Examples below:

I am a reliable, flexible worker and hardworking; I take pride in my work and enjoy the satisfaction that comes from completing a task well.

A flexible worker with relevant skills and qualifications, looking for career development.

Then 3 or so of your main attributes such as:

I am an adaptable, positive and resilient person.

I am highly efficient, organised and able to forward plan.

I can multi-task, prioritise workflow and meet targets.

I enjoy learning new skills and working alongside other people.

I am an excellent problem solver and able to overcome obstacles to get the job done.

I am loyal, hardworking and conscientious. I work to an extremely high standard.

I am a very capable, motivated person who works well independently and as part of a team.

I have team-leading and supervisory experience.

SKILLS: A good tip is not to just make bullet-point lists; include examples of how you have used your skills. Where possible, link skills to the job you are applying for. Examples below:

Excellent communication, organisational and delivery skills, gained in a range of roles.

Strong vocational skills gained through studying, project work and experience.

Till trained and experienced at using retail software and technology.

Competent in Microsoft Office, online applications and general PC use.

Extensive supervisory experience, able to effectively manage and motivate staff.

Skilled in operating a range of equipment and tools, fully Health and Safety trained.

Include if relevant 1 or 2 work-related skills.

A skilled Bricklayer with a thorough approach and enthusiasm for all aspects of brickworks.

An experienced Builders Assistant with experience in property refurbishment and construction.

A Kitchen Porter with experience of working in fast-paced commercial kitchens, preparing and serving food and general support to the chef.

A general Labourer for all trades, experienced in plastering, plumbing, bricklaying, flooring, kitchen fitting, tiling, landscaping, drain work and road maintenance.

A high achieving Retail Assistant with experience of working in large, busy retail outlets, providing high standards of customer service.

An experienced Shift Supervisor and Factory Worker, able to motivate teams of people, organise rotas and ensure production targets are met.

QUALIFICATIONS: No need to include the names of schools and education establishments
Include a simple summary of qualifications achieved. Including dates is optional.

6 GCSE passes achieved in Maths, English, Computer Science, Biology etc.

City & Guilds, Business Administration, Levels 1 & 2

CSCS Card (the CITB Health, Safety and Environment Test)

BTEC Information Technology

Full, B category driving license, small van driver.

EMPLOYMENT: Can be called work experience or employment experience.

- List your jobs starting with the most recent and moving backwards
- List the years worked e.g., 2000 – 2017
- Write a short description of your achievements and the skills gained in each job
- Be clear on dates and timelines. Where there are gaps, add information about how the time has been spent, for example in voluntary work, training, work experience, as a carer
- Include (if relevant) prison jobs as these add valuable skills, knowledge and experience.

VOLUNTARY POSITIONS: Useful to include experience that shows personal commitment and use of skills that are relevant to the job you are applying for.

INTERESTS AND HOBBIES: Useful to show outside interests as this gives a sense of your personality and preferences.

REFERENCES: include 'references available on request'. Make sure your referees are aware of your application(s) and willing to provide a reference when contacted by a potential employer.

Disclosure: Being introduced to the employer via **Jobs Pathway**, the issue of disclosure will be managed sensitively and appropriately.

For advice and support please contact:

**Jobs Pathway: Community
Recruitment Agency**

**Contact: Sue Whiterod
Project Manager, Jobs Pathway
CDA Herts, The Castle, Hertford,
SG14 1HR**

M: 07484 790124

**Email: sue.whiterod@cdaherts.org.uk
www.cdaherts.org.uk**