

St. Gregory's Catholic High School



CV Writing

A Guide to writing a CV (Curriculum Vitae) for Engineers

Introduction

Your CV should summarise your suitability for a particular job and company.

List relevant key points concisely - use short statements and/or bullet points rather than lengthy paragraphs - and in a logical order.

Make sure you keep your CV up-to-date eg if you change your contact details, or gain new skills or qualifications, update it.

Consider starting off with a brief Profile - a short summary of your key skills and aspirations.

Aim to make your CV two A4 pages, but do not miss out key information - if you need more room, take it.

Accuracy is crucial. Make sure that spelling, grammar and punctuation are all perfect. Print out a copy and check it and/or ask a friend/family member to check it for you.

Always be truthful.

It is usual, where applicable, to include:

- Personal details
- Education
- Work experience
- Hobbies and interests
- Additional information
- References

Personal details

Make sure that key information, such as your name and contact details, is easy to find quickly - the beginning of the first page is usually the best place.

It is not a requirement to state date of birth, although most employers would probably find it helpful.

Give both term time and home time contact details (if appropriate), and dates you are contactable. You may wish to make anyone else you live with aware of the fact that an employer may contact you at this residence!

Give an email address that sounds professional eg `firstname.lastname@btopenworld.com`. (If necessary, create a new one.)

Nationality - not mandatory but, again, can be useful, particularly to clarify your ability to work in a country. International students may wish to use this section to state their work permit status. (Note: some UK employers do not recruit non-EU nationals who need work permits.)

Education

Write the name of the school you are studying along with the town/city it is in and the country. Eg. Castleford Academy, Castleford, UK.

List the Key Stage 4 subjects you are working towards, give any predicted grades you may already know.

Work Experience

Write any work experience you might have had, either through school placements or your own part time jobs.

Remember to write the name of the company you worked for, what your position was and how long you were there.

Use reverse chronological order with dates (if applicable).

Make clear your personal contribution/achievement/responsibilities, and results achieved.

Hobbies/interests

For example, membership of/positions of responsibility in teams/societies/associations.

As well as your technical abilities, employers also want to see evidence of other skills - such as teamworking, problem solving, decision making, communication and interpersonal skills.

If possible, give examples which show skills such as these, for instance: 'Captain of local football team - allows me to use, and develop, my teamworking/leadership abilities.'

Additional information

Could include driving licence details, courses attended, foreign languages and IT (include level of proficiency).

References

Usually two - one academic and one work-related, or a character referee.

Give their name, phone number, email, title, full contact address and relationship to you eg 'tutor'.

Always ask their permission first.

Presentation

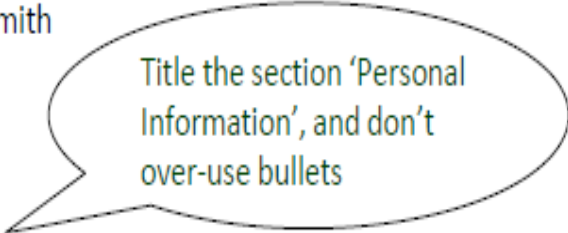
Make sure the font is clear and easy to read.

Use different font styles (eg bold, italic) for headings - sparingly.

Name your CV sensibly and professionally (e.g. firstname.lastname.doc) to distinguish it from the oft-used "mycv.doc".


Example of a Bad CV

- Laura Jennifer Susan Smith
- 123 Hillside Avenue
- Lower Portland
- Hull
- HU12 ENA
- 123you@ask20.com
- 01272 823567
- 07272340598



Title the section 'Personal Information', and don't over-use bullets

Education



Poor Layout throughout this entire section

2004 – 2007 – University of South Field – Harriton Road Campus - Essex – BA English and Australian Literature – 2:1

2002 – 2004 – Hunnyford Performing Arts College – Humberside Road – Essex – A Levels in English (B), Drama (C), Dance (B) and Theatre Studies (A)

1997 – 2002 – Hunnyford School – Humberside Road – Essex – GCSEs in Double English (AA), Double Science (CC), Mathematics (C), History (B), Drama (A), Dance (A), Home Economics (A), French (C)

Example of a Good CV

Curriculum Vitae
Robert Smith

Contact Details

Address	27, Career Bank, Working Smart Rd Midlands, GS01 1WS United Kingdom	Date of Birth	18/06/1984
		Nationality	British
		Marital Status	Single
		Email	b.smith@working-smart.co.uk
Telephone	01483 721794		

Personal Profile

Hard working, enthusiastic graduate with a degree in Geophysics: specialist subject electromagnetic (EM) prospecting. I am eager to learn new skills and meet new challenges in a dynamic work environment. Highly self-motivated and a good team worker enthusiastic to commence a career in the oil and gas industry.

Academic Qualifications

2007 - 2008	University of Leeds	MSc. Petroleum Geophysics <u>Title of Project:</u> Mapping and modelling temporal variations in electromagnetic waves in tectonic and volcanic environments. Grant sponsored by BG.
2003 - 2007	University of Leeds	BSc. Human Life Sciences
2001 - 2003	Midlands College	A Levels: Geography(A), Mathematics(B), Information Technology(B)
1996-2001	Midland High School	8 GCSE's (5 A's, 2 B's, 1 C)