



CV skills lesson one: Writing a successful CV

Age range: 14-16

 **BARCLAYS** | LifeSkills



You've got 30 seconds to make an impact

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**Your CV advertises you
to a potential employer**

What should go on my CV?

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- Your name and contact details.
- Skills, including core transferable skills, and personality traits that show you are fit for the job description advertised.
- Your education and qualifications.
- Past jobs and work experience.
- Interests that show the 'whole person'.
- Referees – people who can back up what you say on your CV.

How should I organise my CV?

Chronological (starting with the most recent)

- Highlights your qualifications and jobs.
- Shows your experience.

Personal Profile


Education and qualifications

Employment and work experience

Other skills and achievements

Interests

Referees



Sample CV

Chronological

Mary Smith
24 Maple Road, Cardiff, Wales CF10 XXX
Telephone: 0207 536 253
Mobile: 077-283522
Email: mary.smith@address.co.uk

Personal profile

I am a positive and enthusiastic person who is looking for opportunities to progress my career in customer service. I believe that my proactive nature and effective communication skills make me well suited to this path. I'm not afraid to take the initiative in assisting customers and I truly enjoy communicating with them being able to convey information clearly and empathetically. I gain satisfaction from a job well done and I'm excited about putting my skills to good use.

Education and qualifications

2016-2021	Northvale Park Secondary	GCSEs:	
		Maths	4
		English	5
		Science	4
		Design & Technology	5
		Geography	3

Employment and work experience

2021-2022 Customer Assistant, Tesco Express

- Collected, replenished, organised and managed stock, and dealt with a range of customers.
- Worked under pressure and learned to stay positive and adapt in a diverse environment.
- Strengthened my communication, numeracy, listening and customer service skills.

2019-2021 Mentor, Poplar Youth Club

- Led a group of young people aged 9–13, working to promote an interest in learning.
- Helped them improve their self-confidence and academic achievement, and assessed their work to help them set targets.

Other skills and achievements

- Leadership: a successful captain for the school football team, with a proven track record.
- Employee of the month on three occasions during 2022.
- Class President during 2020-2021.
- Level 3 certificate in 'Introduction to Mentoring Skills' (2019).
- Team working: reliable, honest and capable, helping teams complete learning tasks and projects properly and on time.
- Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2018).
- Learned about net zero by attending webinars, and used that knowledge to influence my school by talking at assemblies.

Interests

- I enjoy team and individual sports including football, cricket and badminton.
- At present I play league football for Newark FC. This involves me training once a week (Thursday).
- Keen on technology, in my spare time I like to research this industry to keep myself up to date.

Referees

Available on request.

How should I organise my CV?

Functional or skills-based

- Highlights your skills and qualities.
- Shows your ability.

Personal Profile


Skills and personal qualities

Education and qualifications

Employment and work experience

Interests

Referees



Sample CV

Functional/skills-based

Mary Smith
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Telephone: 0207 536 253
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Email: mary.smith@address.co.uk

Personal profile

I am a positive and enthusiastic person who is looking for opportunities to progress my career in customer service. I believe that my proactive nature and effective communication skills make me well suited to this path. I'm not afraid to take the initiative in assisting customers and I truly enjoy communicating with them being able to convey information clearly and empathetically. I gain satisfaction from a job well done and I'm excited about putting my skills to good use.

Skills and personal qualities

Customer care	Served and helped customers of diverse ages and backgrounds. Level 3 certificate in 'Introduction to Mentoring Skills' (2019).
Communication	Learned about net zero by attending webinars, and used that knowledge to influence my school by talking at assemblies. Short story published in 'Write Now! Expressions of Youth' (YOUNG WRITERS 2018).
Numeracy	Handled cash and credit transactions. Helped young people with numeracy tasks.
Proactivity	Employee of the month on three occasions in 2022. Received certificate for work experience (Trident), in recognition of my high standard of work (2018)
Organisation	Collected, replenished, organised and managed stock. Stayed positive while working under pressure in a busy retail environment. Helped teams complete learning tasks and projects properly and on time at school and college.
Leadership	Successful captain for the school football team. Class President at school (2019-2020).

Education and qualifications

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		Maths	4
		English	5
		Science	4
		Design & Technology	5
		Geography	3

Employment and work experience

2021-2022	Customer Assistant, Tesco Express
2019-2021	Mentor, Poplar Youth Club

Interests

- I enjoy team and individual sports including football, cricket and badminton.
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- Keen on technology, in my spare time I proactively research this industry to keep myself up to date.

Referees

Available on request.

✓ Do

- Be positive and sell yourself.
- Highlight your relevant skills and experience.
- Use evidence.
- Be brief and to the point.
- Check spelling and grammar.
- Change your CV to match each job you apply for.
- Align the skills and experience to what the employer is looking for, based on the job advert.

✗ Don't

- Lie.
- Use more than two pages or cram it all into one.
- Include your date of birth, gender, orientation, marital status, religion or nationality*.
- Leave gaps in your school or work record.
- Have any spelling or grammar errors.

*Employers cannot ask for these or base decisions on them.

Wheel of Strengths

Discover which jobs could suit you by picking your current skills, interests and personality traits.

Uncover roles that you might not have thought of before and find out how LifeSkills can help you develop your skills further.

Create your wheel