



CV skills lesson two: Fine-tuning your CV to stand out to employers

Age range: 14-16

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What is a CV?

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- Your CV is an advertisement for you
- It sells your skills, experience, interests and personality traits
- CVs can be:
 - Chronological: show your education and work experience in date order
 - Functional: highlight your skills first
- Like any advert, your CV needs to be attention grabbing and honest

✓ Do

- Be positive and sell yourself
- Highlight your relevant skills and experience
- Use evidence
- Be brief and to the point
- Check spelling and grammar
- Tailor your CV to each job

✗ 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 can't ask for these or base decisions on them.

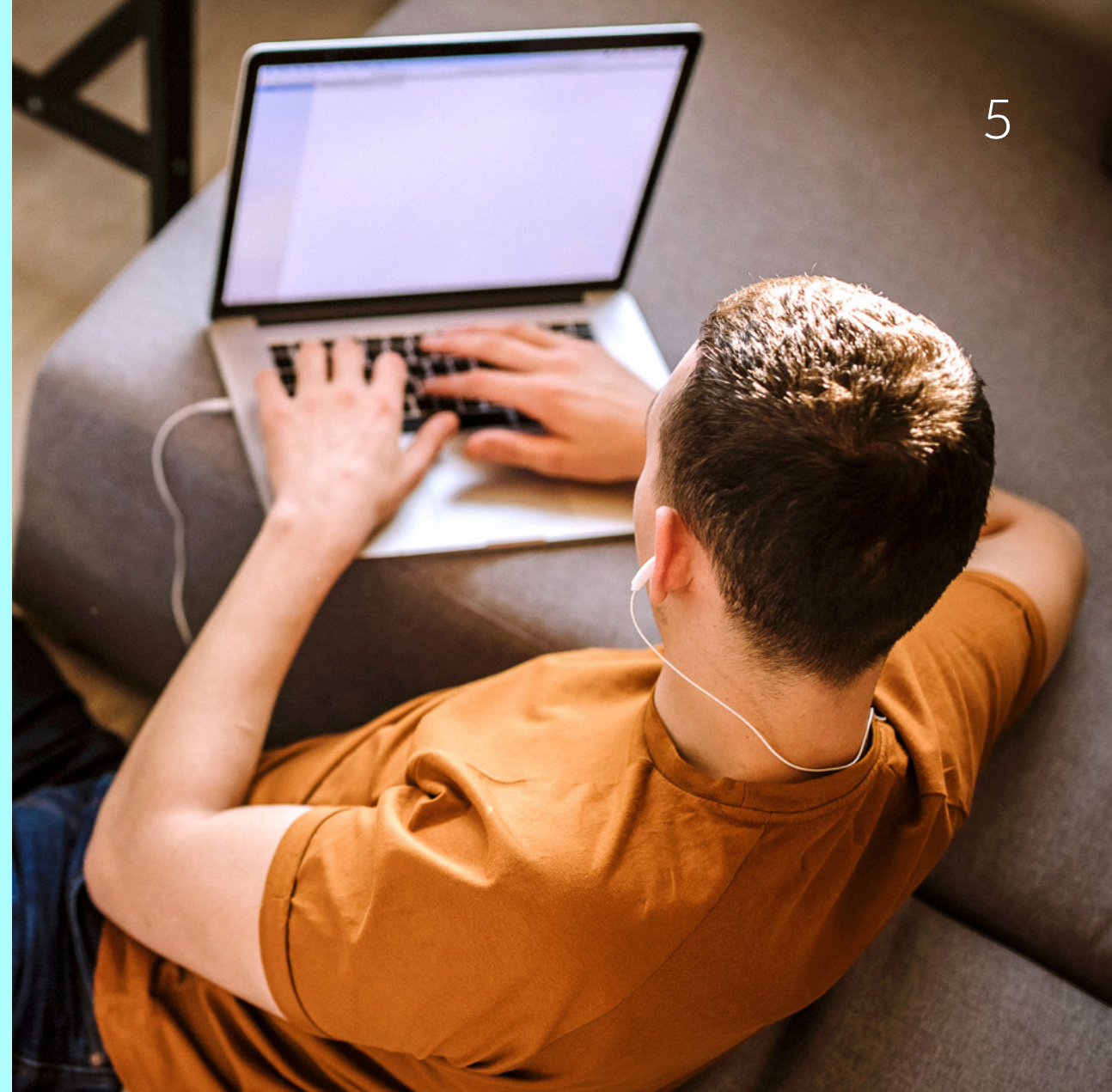
Check your CV

- Spelling and punctuation
- Formatting
- Have you included all the right information?
- Are you using examples to demonstrate all your skills:
 - In your education and work experience?
 - Through your other achievements and interests?

Tailor your CV

Always tailor your CV to each job and highlight the skills the employer is looking for:

1. Choose one advert that interests you
2. Compare the skills it mentions to those on your CV
3. Think of one or more skill you would need to demonstrate better to get this job
4. Write a new explanation of how you have this skill



Summary: Applications that work

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