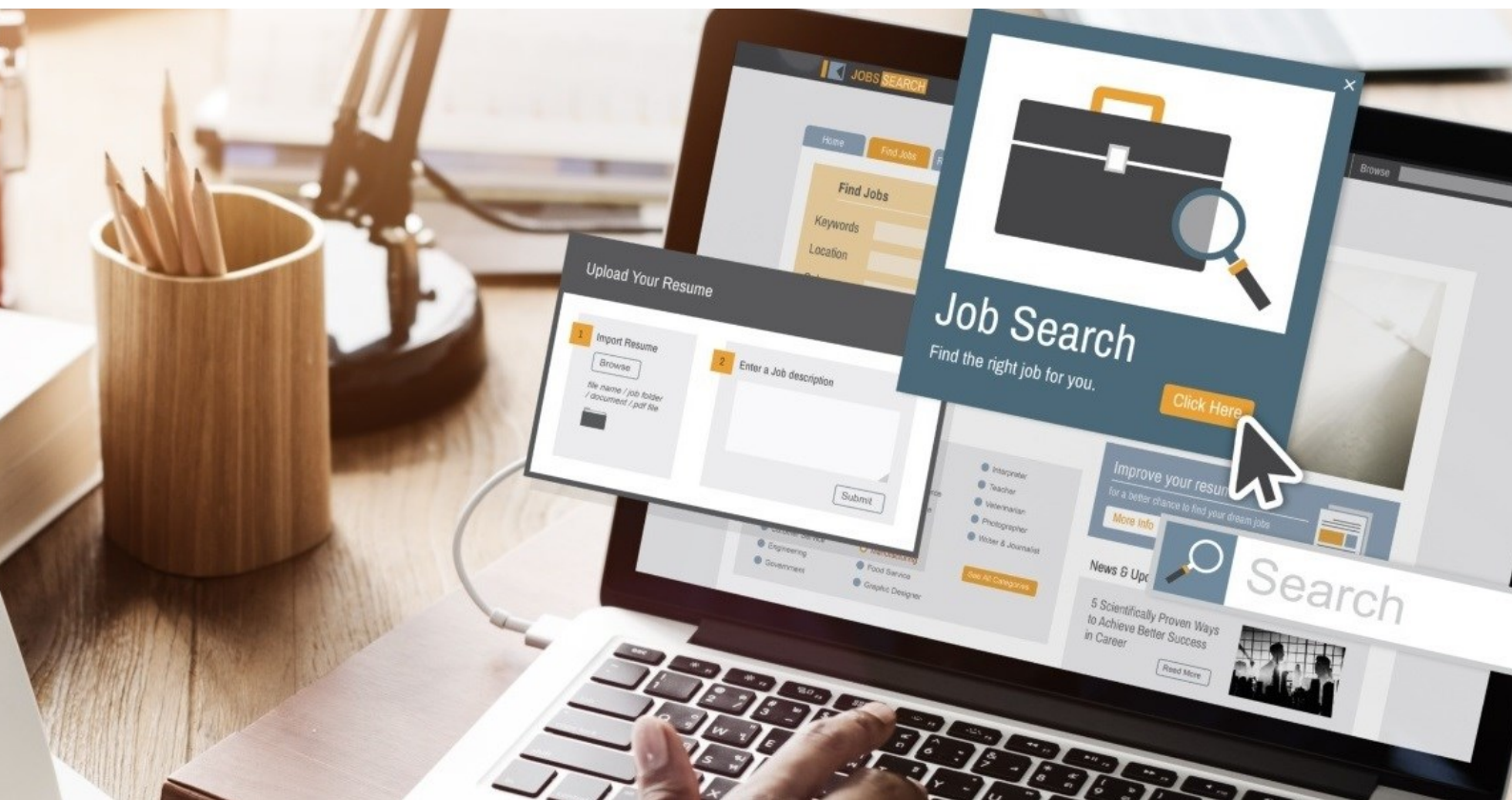


# CV Writing



If you need help or advice, please see your Progression+ team at college.

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 [ccgonline.chichester.ac.uk](http://ccgonline.chichester.ac.uk)

 [www.chichestercollegelgroup.ac.uk](http://www.chichestercollegelgroup.ac.uk)

## Creating a CV

A CV is a marketing tool used to promote your skills, experience and education to a potential employer. Sending a CV may be the first contact you have with a potential employer so you want to promote yourself and highlight your best, most relevant information to the job you are applying for.

This guide details information for a standard chronological CV which is commonly required. For other types of CV including skills based, academic, creative and technical please see the following link for further more detailed information [www.prospects.ac.uk/careers-advice/cvs-and-cover-letters](http://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters).

Examples of skills, experience & qualities to consider for your CV:

### Skills

- Numerical
- Able to communicate
- Handling money
- Computer literate (state which packages)
- Teamworking

### Experiences

- Work experience / Voluntary
- Travel & hobbies
- Responsibilities in school, home, clubs/societies
- Charity events or fundraising

### Qualities

- Friendly and approachable
- Enthusiastic
- Trustworthy
- Willing and eager to learn
- Adaptable to change
- Flexible with working hours

### What to include:

- CVs should be tailored to each job
- Avoid being too creative, using borders and unusual fonts
- If you are applying for a more creative role you could include a link to your online portfolio
- Education, Employment and Voluntary work sections should detail most recent achievements first
- Employment Gaps: e.g. gap years, travelling, caring responsibilities to be summarised, including what you were doing & skills you gained to remain positive
- Ensure your personal details are up to date and that you have a professional email address and voicemail message
- Get someone else to proof read your CV and give you feedback before sending this out

### What not to include:

- Date of birth
- Health issues
- Photograph
- Weight & height
- Nationality
- Salary expectations
- Reasons for leaving
- Referee Contact Details

This personal information is no longer required on CVs in case of potential discrimination! The employer should assess you on your skills, knowledge and experience only not your personal information

# Example CV

Joe Blogs  
9 East Street  
Chichester  
PO19 7RY  
07920 557334

[joe.bloggs@hotmail.co.uk](mailto:joe.bloggs@hotmail.co.uk)

## Profile

Level 2 catering and hospitality student of Chichester College, looking to learn and progress within the catering industry. Current food hygiene certificate, with a good awareness of health and safety within the kitchen. Hardworking with excellent communication and team working ability, approachable in nature and good at keeping calm working under pressure.

## Work History

**Waiter at Chichester College Restaurant**

**September 2020 - Present**

Duties include:

- Greet customers when they arrive and show them to their table
- Serve food and drinks
- Make sure tables are clean and tidy for the next customers

**Lifeguard at Arena Sports Centre, Bognor Regis**

**March 2018 - August 2020**

Duties include:

- Maintained sports and leisure equipment
- Supervised the use of swimming pools
- Maintained swimming pool hygiene and associated facilities such as Jacuzzis, showers and changing facilities

## Education

**Chichester College**

**September 2020 - June 2021**

- BTEC Level 2 in Catering and Hospitality- predicted grade Merit

**St Phillip Howard School**

**September 2015 - June 2019**

- 8 GCSEs: English language (5) English Literature (4) Maths (5) Science (5) History (6) Geography (4) IT (4) PE (4)

## Interests

I enjoy learning about world foods and experimenting with cooking new dishes for my friends and family.

References available upon request

## Career Coach - CV Builder

To help you get started with writing your CV template, see our Career Coach - CV Builder tool:



<http://bit.ly/2TxG1vz>

Assessment Careers Courses CV Builder

### CV Builder

Contact Information

Name Address

Email City

Phone Number Postal Code

CV Options

Save My CV

Download My CV

## Cover Letters

The purpose of a covering letter is to get the employer to read your CV, help you stand out from the crowd and ultimately help you get shortlisted for an interview. Employers are busy people and receive many CVs and applications to review. Ensure that your cover letter makes a positive first impression!

Every cover letter should be targeted to the company and role you are applying for, this is your opportunity to market your knowledge, skills & experience.

Keep your cover letter to the point highlighting your most relevant information only. Address and sign off your letter appropriately (see template on page 5 for an example).

- **Introduction-** Introduce yourself and why you are writing the letter. State the position you are applying for and where you saw it advertised.
- **Suitability** - Cover why you are suitable for the job and wish to work for the company. Include a summary of what you can offer the organisation. Highlight relevant experience and demonstrate how your skills match the requirements for the role. Summarise any additional strengths and explain how these could benefit the company.
- **Conclusion-** Use the closing paragraph to reiterate your interest in the role and indicate your desire for an interview. Finish by thanking the employer and say how you are looking forward to receiving a response.

For further detailed guidance please see the following link <https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters>

If you would like one of our advisors to review your CV or cover letter and provide feedback, please email this to the team or drop it in to your local progression centre.

## Example cover letter

Insert your address here

Insert company address here

Insert Date

Dear Sir/Madam or Name if known

I am writing to enquire if you have any current part time restaurant vacancies. I hold a valid Level 2 Food Hygiene certificate from my current Level 2 Diploma in Catering and Hospitality at Chichester College. I would welcome an opportunity to discuss any suitable vacancies further. I am also flexible to offering a trial shift so you can assess my skills in the workplace. I am hard-working, punctual and extremely reliable with valuable transferable skills in customer services having experience of working in the college restaurant. I am good at taking on new challenges and work well in a team of people and also have a common sense approach to working things out for myself when needed.

Please feel free to contact me should you require any further information, I look forward to hearing from you.

Yours faithfully (if using Sir /Madam) Yours sincerely (if using their first Name)

NAME

MOBILE NUMBER