

CV Type: D - I want to apply for the kind of job I have normally done before

Start with your personal details – name, address, telephone, mobile, email.

STEP 1/5 - PERSONAL PROFILE

Write three or four lines saying what kind of person you are or can be at work.

- Try to think about relevant, positive things that you have done at work, at home, in education and training and anywhere else.
- Think about skills and experience you gained from previous jobs that could transfer into the next one (team working, reliability, accuracy, flexibility...).
- Aim to show you can do things well, know things, and can learn.
- Don't say "I am" or "I consider myself to be" - **say what you are!**

Write as if you were describing someone else, like this:

Example

A smart adaptable person who enjoys meeting and helping people. An excellent organiser with good customer service skills. Communicates effectively at all levels and copes calmly and efficiently in all situations. Uses initiative to make decisions and take responsibility for own work. Able to use information technology and office equipment.

If you want to use this CV for a particular kind of job and want to stress that you have experience you could use the job

thinkabout...

using words like:

- Able to...
- Accurate
- Adaptable
- Assertive
- Analytical
- Capable of...
- Calm
- Consistent
- Creative
- Competent
- Decisive
- Dependable
- Dynamic
- Effective
- Efficient
- Enthusiastic
- Experienced
- Expert
- Flexible
- Friendly
- Hardworking
- Honest
- Independent
- Knowledgeable
- Literate
- Mature
- Methodical
- Numerate
- Organised
- Outgoing
- Perceptive
- Polite
- Practical
- Professional
- Productive
- Quick thinking
- Qualified
- Reliable
- Realistic
- Resourceful
- Responsible
- Self-reliant
- Successful
- Tactful
- Trustworthy
- Talented
- Versatile

title instead of 'person'.

Example

A smart adaptable hotel worker who enjoys meeting and helping people. An excellent organiser with customer service skills. Communicates effectively at all levels and copes calmly and effectively in all situations. Uses initiative to make decisions and take responsibility for own work. Able to use information technology and office equipment.

STEP 2/5 - EMPLOYMENT HISTORY

Since your main 'selling point' is that you have experience of doing the same kind of job as the one you want to apply for give details of your work history next, something like this:

Example

Assistant	Hotel St. James,	2009 -
Head Porter	Mayfair, London	201?

Supervised and trained staff in large city centre hotel. As night receptionist, dealt with guests from all over the world, ensured their comfort and security. Advised on local facilities, arranged transport, organised functions and conferences. Used computer to enter and maintain records.

Porter	Princess Royal	2007 -
	Hotel, Worcester	2009

Greeted guests, ensured they enjoyed their stay by organising and arranging matters to meet their needs. Responsible for security of premises and contents including guests' belongings. Answered enquiries personally, by phone or by fax.

thinkabout...

using words like:

- Achieved
- Arranged
- Contributed
- Created
- Demonstrated
- Designed
- Developed
- Enabled
- Handled
- Helped
- Improved
- Increased
- Led
- Managed
- Organised
- Operated
- Performed
- Participated
- Planned
- Produced
- Presented
- Recommended
- Re-organised
- Revised
- Solved
- Used

<p>Petty Officer Royal Navy 2000 - 2007</p> <p>Responsible for efficient operations of men and equipment at sea and ashore, in UK and abroad. Dealt with forces and civilian personnel at all levels in a range of situations, some hazardous and stressful. Promoted through the ranks from ordinary seaman.</p>	
<p>STEP 3/5 – EDUCATION AND TRAINING</p> <p>If you have relevant qualifications that will help you get the job, give these details next. Start with the highest level qualification.</p> <p>Example</p> <p>Cleckhuddersfax College</p> <p>NEBS (results due July) Supervisory Management 201?</p> <p>BTEC</p> <p>Intermediate Diploma Hotel & Catering (pass) 200?</p>	<p>thinkabout...</p> <p>your qualifications. If they are not so good or not relevant to this application you can skip this section and go on to the next.</p> <p>Putting brackets round your exam grades will make them stand out on your CV.</p>
<p>STEP 4/5 - OTHER INFORMATION</p> <p>Next, put down any other useful, relevant information about yourself, such as:</p> <p>Example</p> <p>Understand and speak French and Spanish, and some Russian.</p> <p>Full, clean driving licence, own transport.</p> <p>Interests include sport, reading, naval history, listening to music.</p>	<p>thinkabout...</p> <p>is everything on your CV relevant, helpful (to you!) and true?</p> <p>if not, why is it there?</p>

STEP 5/5 - REFERENCES

- Ideally, you should have one personal referee and one from work.
- They should not be closely related to you.
- If you can provide good references, add their contact details, if not delete 'References'.

thinkabout...

and finally...

Leave your CV for a while, then go back and check spellings. Make sure it makes sense.

Does it look good? Check spacing, margins, fonts and sizes - make them consistent. Is it easy to read? Do not leave a page with only a line or two on it - change the words or spacing to avoid this.

Keep a copy and a note of where you send it and when. **Good Luck!**