



# **CV WRITING & INTERVIEW SKILLS**

# CV WRITING

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## WHAT IS A CV?

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A CV is also known as Curriculum Vitae or Resume and is a document used to advertise yourself to get a job. The document summarises your skills, character, experience and achievements.

Curriculum Vitae is Latin for “Course of Life”, so your Curriculum Vitae, or CV, will outline your education and work history, as well as skills and other experiences you have gained along the way, in a short but well organised document. CV’s are important as they are unique to you and a chance to sell yourself to prospective employers.

## A GOOD CV

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- Stands out from the crowd.
- Has no more than 2 pages long – ideally 1 page.
- Is accurate and honest.

## WHAT TO INCLUDE IN A CV

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### 1. NAME

### 2. CONTACT DETAILS

### 3. ADDRESS

### 4. PERSONAL STATEMENT

### 5. KEY SKILLS

There are three key skills types you should include in your CV:

- **Transferable** - skills learnt in one field of work that can easily be adapted to a different field
- **Job-related** - skills or qualifications that are directly relevant to a specific job
- **Adaptive** - skills that are difficult to substantiate because they cannot be proven by experience but by personality traits

### 6. WORK EXPERIENCE

- Start with most recent first
- Include dates from - to
- Include Job Title and Company
- Bullet points of duties

### 7. EDUCATION

- Start with most recent first
- Include current course and if re-sitting GCSE Maths + English
- Add most recent school GCSEs
- Include dates from - to
- Number of GCSEs, highest to lowest grade including Maths & English
- No fail grades

## 8. HOBBIES & INTERESTS

You may not think that what you do in your own time, by way of hobbies and interests, is of any interest to a potential employer. However, the activities you outside of work or college can tell the employer a lot about yourself because they often involve skills and qualities that they may be looking for.

For example, playing for a local football team involves teamwork; being a captain of a football team involves leadership and good communication. Playing a musical instrument requires commitment and dedication etc. So, never discount your hobbies and interests, they could land you a job!

## 9. REFERENCES

### USEFUL RESOURCES

What your CV Really Says - [Click here to watch](#)

My First CV Example - [Click here to view](#)

How to Write Your CV - [Click here to watch](#)

Basic Elements of a CV - [Click here to watch](#)

## WHAT NOT TO INCLUDE ON YOUR CV

- Age/DOB
- Your photo
- Nationality
- Inappropriate email address
- Full address
- All GCSE subjects – just English, Maths & Science
- Fail grades – only include 4/C and above
- Grammar/spelling mistakes
- Anything that is not true!

### USEFUL RESOURCES

What do recruiters hate to see on a CV? - [Click here to view](#)

3 Job Hunting Tips - How To Write a Top CV - [Click here to watch](#)

## CV LAYOUT

View our CV template on the next page.

# FIRST NAME **LAST NAME**

Area · Phone

Email

Put your personal statement here

## SKILLS

- List something that you are good at
- List something that you are good at
- List something that you are good at
- List one of your strengths
- List one of your strengths
- List one of your strengths

## EXPERIENCE

- **DATES FROM – TO**
- **JOB TITLE, COMPANY**
- Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.
- 
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- 

## EDUCATION

- **MONTH YEAR**
- **COURSE TITLE, SCHOOL**
- It's ok to add details about your grades, awards, certificates, projects and modules that you are proud of.
- 
- **MONTH YEAR**
- **COURSE TITLE, SCHOOL**
- Its ok to add details about your grades, awards, certificates, projects and modules that are you are proud of
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## SELECTED ACHIEVEMENTS

- List something that you have achieved
- List something that you have achieved
- List something that you have achieved
- List something that you have achieved
- List something that you have achieved

## ACTIVITIES

Use this section to highlight your relevant passions, activities and how you like to give back. It is good to include leadership and volunteering experiences here. You can also show off important extras such as publications, certifications, languages, clubs and musical instruments

## REFERENCES

Available on request

## USEFUL RESOURCES

**CV Template** - [Click here to download this template](#)

**Myperfectcv.co.uk: CV Maker** - [Click here to view](#)

# INTERVIEWS

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## DIFFERENT TYPES OF INTERVIEWS

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Interviews come in all shapes and sizes: Sometimes you're with one interviewer, others you're with five. But no matter what the format the GAP Team are on hand to offer you advice and guidance and how to succeed!

### THE TRADITIONAL INTERVIEW

In this scenarios you will be invited to sit down with a solo interviewer and answer a series of questions designed to help the employer to figure out if you're a great candidate for the job.

### THE PANEL INTERVIEW

A panel interview is a meeting with your potential employer in which multiple interviewers are present. Panels typically consist of two to five people, though in some instances there may be more. Typically, one person "leads" the interview, but keep in mind that all who are present are important.

### THE PHONE INTERVIEW

Asked for a phone interview? A call is typically a first-round screening to see if you're a fit to come in for a full interview, so nailing it is key. You'll want to prepare just as you would for an in-person interview, with some key adjustments for the phone format.

**NationalCareers.service.gov.uk: Phone interviews: how to do well** - [Click here to view](#)

**Prospects.ac.uk: Telephone Interviews** - [Click here to view](#)

### THE VIDEO INTERVIEW

Traditionally used in the early stages of the interview process to filter out large numbers of candidates they can vary in style and length. However as COVID restrictions were put in place the majority of things moved online and interviews were no exception.

The obvious benefits are the money and time savings for both you and the company. It also means that the recruiter and their colleagues can watch the interview again rather than just relying on notes.

**Prospects.ac.uk: Video Interview Tips** - [Click here to view](#)

**YouTube: Top 10 Virtual Job Interview Tips!** - [Click here to watch](#)

### ASSESSMENT CENTRES

An assessment centre (or assessment day) is a combination of tasks and activities that test your suitability for the job. You'll have the chance to demonstrate a wider range of skills than you would have been able to during a traditional face-to-face interview. You'll usually be joined by six to eight other candidates, but it's important to keep focused on your own performance.

**Prospects.ac.uk: Assessment centres** - [Click here to view](#)

# PREPARATION

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Everyone, no matter how experienced someone is, can get nervous about having a job interview. However, with good preparation and understanding of effective techniques you can go into future interviews with more confidence. This section will show you how.

**Prospects.ac.uk: How to prepare for an interview** - [Click here to view](#)

**Interviewskills.co.uk: Planning and Preparation** - [Click here to view](#)

## RESEARCH

Knowledge is power so don't under estimate the importance of researching a company you are applying for a job in, nor the amount of research you should do. Don't miss a Trick! When you have an interview, use every opportunity to impress your potential employer. Research the company!

## ANSWERING QUESTIONS

What motivates you? Tell us about yourself? What are your strengths? These are common questions people get asked in an interview, which can sometimes prove a stumbling block to interviewees. Well, there are ways to answer these questions.

There are some questions that some tend to find a bit difficult to answer but these can be really easy if you have practiced and prepared. For example:

### WHERE DO YOU SEE YOURSELF IN 5 YEARS?

Reading the page on the link below is as a good starting point to prepare for this question. You should also research progression routes for the role you are applying for.

**Reed.co.uk - Five Career Goal Questions and How to Answer Them** - [Click here to view](#)

### WHAT ARE YOUR STRENGTHS AND WEAKNESSES?

Generally it is the 'weakness' side of this question that can throw you off as it is hard to criticise yourself. Just remember think of how you can provide a positive outcome as you do not want to be negative. For example end off your answer with how you are going to or how you have worked on improving this weakness. Please see the following links for examples:

**Indeed.com: Interview Question: 'What Are Your Strengths and Weaknesses?'** - [Click here to view](#)

**YouTube: What's Your Biggest Weakness?** - [Click to watch](#)

### What transferable skills do you have?

Your transferable skills can be gained from your course at college, part time jobs or work experience. Please see the STAR METHOD below to help you think of examples.

## THE STAR METHOD

Competency based interviews use questions where you have to describe how you demonstrated certain competencies in a particular situation. They are used when an employer wants to know you have the right skills and attitudes that are suited to the job rather than being just concerned with your qualifications and experience.

These sort of interviews can be challenging but there is a method, known as the STAR technique that can help you answer these sort of questions confidently.

**S**ituation

**T**ask

**A**ction

**R**esult

**Reed.co.uk: Competency-based interviews: What you need to know** - [Click here to view](#)

**Youthemployment.org: Become A STAR In Job Interviews** - [Click here to view](#)

## **USEFUL RESOURCES**

**LinkedInLearning.com: Interview Training** - [Click here to view](#)

**Barclayslifeskills.com: Virtual Interview Practice** - [Click here to view](#)

**Barclayslifeskills.com: I want to prepare for an Interview** - [Click here to view](#)

**Prospects.ac.uk: How to prepare for an interview** - [Click here to view](#)

**Interviewskills.co.uk: Planning and Preparation** - [Click here to view](#)

**NationalCareers.service.gov.uk: Phone interviews: how to do well** - [Click here to view](#)

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