



Preparing your first CV

CV Writing & Job Application

- Make sure you proofread all of your CV and job application forms – spelling and grammar mistakes suggest that you do not have good attention to detail skills
- Always ask someone else to check over your CV to make sure it reads well and is free from spelling and grammar mistakes
- If you are applying for a specific job, make sure your CV includes some of the key skills and experiences that the job description has mentioned
- If you feel like you do not have lots of skills to talk about in your CV, then ask friends/relatives what they think you are good at
- Sometimes the employer's website offers tips and information about applying for their jobs – read this carefully and include any key information in your application that shows you have read this

Covering Letters

Always include a covering letter when you send your CV. A covering letter is your opportunity to introduce yourself and tell the employer why you would be a good employee for them and why you are interested in their role.

Make sure you use the correct business format for writing a letter – it should include your address, the address of the person you are writing to and be professionally laid out.

Making Your Application Standout

Take the time now to get involved with extra activities that will add value to your future CV.

- Activities at school – sports, arts and drama, events, mentoring, volunteering, school council, Duke of Edinburgh's Award, etc.
- Activities outside of school – sports, clubs, National Citizen Service, volunteering
- Get some work experience – you could offer to babysit, find a paper-round, work for a relative, get in touch with local businesses during the school holidays and ask for some work experience

Check out www.youthemployment.org.uk/employment-help-young-people/ for ideas, tips and more information.

! THERE IS LOTS OF INFORMATION ON THE INTERNET TO HELP YOU WITH THIS PROCESS !