

CV WRITING CHECKLIST

TIPS

Write in plain English

Use a positive and professional tone

Do not use slang or jargon

Always be honest

Use one font from start to finish

Use a consistent layout - if your headings are a larger font, use this from start to finish

Spell check, spell check and spell check again

WHAT YOU SHOULD INCLUDE

Full name

Address

Phone number

Email address

Key Skills

List the things you are good at, bullet point explaining how this skill was learned or used.

Education

Start with the most recent and work backwards - high school only

XYZ College
2016 Current Level 2 (List subjects)
2015 Current Level 1 (list achievements and subjects)

Personal Statement

This is like an advertisement all about you!

Write 2 - 3 sentences explaining why you would like to be considered for this position

Interests

Sports, hobbies, other activities you are involved in

Referees

List 2 people who are able to talk positively about you (employer, teacher, coach, community leader)

Include their full name, position, contact phone and email

FOR INFORMATION ON OUR SCHOOL TO WORK PROGRAMME CONTACT

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