Creating Your CV

What is a CV?

A CV, or Curriculum Vitae, is a document that shows your education, work experience, skills, and achievements. It's like a personal advertisement that helps potential employers see who you are, what you've done, and how you can be useful to their company.

Why is a CV important?

A good CV is important for several reasons:

· **First Impressions:** Your CV is often the first thing an employer will see about you. It should be clear, short, and professional.

· **Showcases Your Skills:** A CV highlights your skills and experiences, showing employers that you have what they need.

· **Opens Doors:** A strong CV can lead to interviews, internships, and other opportunities.

How to build a CV

Contact Information	Start with your full name, phone number, and email address. Make sure this information is up to date and professional.
Personal Profile	Your personal profile is a short statement at the beginning of your CV that describes who you are and what you can offer an employer. Aim for 3-4 sentences that capture your unique qualities and ambitions.
Education	List your educational background, starting with the most recent. Include the name of the school, the qualification, and dates attended.
Work Experience	Include any work experience or volunteer work you've done. For each position, list your job title, the name of the organisation, the dates you worked there, and a few bullet points outlining your responsibilities and achievements.
Skills/Achievements	Highlight any relevant skills you have or any specific achievements you'd like to draw attention to. Be honest about your level of expertise.
Hobbies and Interests	Including your hobbies and interests can give employers a sense of your personality and help you stand out. Choose hobbies that show positive traits like teamwork, creativity, or leadership.

Writing an outstanding Personal Profile

Your personal profile is your chance to make a strong first impression. Here are some tips:

1. Keep it concise: Your personal profile should be brief and to the point—around 3-4 sentences. Clearly introduce yourself, your key skills, and your career goals. Avoid unnecessary details.

2. Focus on your strengths: Highlight what makes you stand out. Whether it's your passion for a specific field, problem-solving abilities, or teamwork skills, emphasize what you bring to the table.

3. Show enthusiasm: Let your passion for the role or industry come through. Employers are drawn to candidates who are genuinely excited about the opportunity.

4. Tailor it to the job: Customize your profile for each application. Focus on the skills and experiences that are most relevant to the role you're applying for. This shows you've put thought into how you fit the position.

What to write for hobbies and why its important

You might wonder why hobbies matter on a CV, but they can actually tell employers a lot about you—like your skills, personality, and passions. Here's how to get it right:

1. Pick hobbies that show off your skills: Highlight qualities employers love. For example:

- Playing a team sport? That shows you're great at teamwork and leadership.
- Into painting, music, or coding? That shows creativity and dedication.
- Love volunteering? That shows you're caring and responsible.

2. Be real about it: Only include hobbies you genuinely enjoy. If you add something just to sound cool, you might get asked about it in an interview—and that could get awkward.

3. Make it relevant: Tailor your hobbies to the job. For example:

- Applying for a design role? Mention drawing or photography.
- Going for a retail job? Talk about helping people or organizing events.

4. Avoid hobbies that could cause drama: Stay away from anything that might make others uncomfortable, like extreme politics or risky activities. Keep it positive and professional!

Why does this matter?

Hobbies help you stand out by showing employers you're more than just grades or work experience. They can see what makes you unique and how you'd fit into their team. So, don't just throw in "watching Netflix". Think about what makes you *you* and how it could impress an employer!

Putting together a great CV might seem tricky at first, but by following these tips, you'll have a document that highlights your strengths, experience, and what makes you unique. It's your chance to show employers why you're the perfect fit for the job — so take your time and make it count!