

Writing a Curriculum Vitae

Useful tips for writing a successful Curriculum Vitae

A curriculum vitae (CV) is a brief synopsis of you as a person and your employment or training background. Although employers are increasingly using application forms when recruiting staff, some still prefer you to send in a CV.

There are some key things to remember when completing a CV and various ways in which you may choose to set it out. Here are some key points to consider and a suggested format for producing a CV:

- It shouldn't be too long. A good CV should be no longer than 2 sides of A4.
- If you have an extensive career history either in terms of years or number of jobs, just include the last 10 years/10 jobs. Employers will be most interested in your recent experience and skills.

There are 4 main sections to a good CV which are personal information, employment history, qualifications and training and education:

- **PERSONAL INFORMATION.** Your contact details, date of birth and a brief background relevant to the application.
- **EMPLOYMENT HISTORY.** List your jobs most recent first, and provide brief details of your main responsibilities.
- **QUALIFICATIONS & TRAINING.** List any training courses you have been on or qualifications you have achieved since leaving full time education, most recent first.
- **EDUCATION.** List your qualifications gained at school/college whilst in full time education and where you achieved these

Finish off your CV by briefly mentioning your hobbies and interests if you so wish. These often provide a lighter conversation in the interview process. Don't lie about anything as you may be caught out. Avoid using terms such as 'socialising' or 'going out with friends' as this may not be seen as particularly relevant.

At the very end either list 2 references or make references to the fact they are readily available. At least one reference must be from your current or most current employer or from a college/school.

CURRICULUM VITAE

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I am a conscientious and caring individual who is passionate about the welfare and education of young children. I am reliable and trustworthy which makes me a valuable member of any team as my experience and references will demonstrate. I am committed to continuous professional development and am keen to progress my career within the early years and childcare sector enabling me to eventually run my own day nursery.

EMPLOYMENT HISTORY

Nursery Assistant

Bright Eyes Day Nursery, A Town, Somewhere

Sept 2006—present

Main responsibilities:

The day to day care of babies including feeding, changing nappies and interactive play. I also developed good relationships with parents and families and was a key person for some babies.

Apprentice Nursery Assistant

Sunshine Setting, A Town, Somewhere

Sept 2005—Sept 2006

Main responsibilities:

As a trainee I shadowed early years practitioners working with a range of children from babies through to school age children in the out of school club. I balanced this with my studies where I achieved my full NVQ, key skills and technical certificate as well as gaining valuable experience.

QUALIFICATIONS & TRAINING

Child Protection Training

February 2007

Paediatric First Aid

December 2006

NVQ level 2 Children's Care, Learning and Development

Lernalot Training

Sept 2005-Sept 2006

SAMPLE ONLY

EDUCATION

A Town High School
Sept 2000—June 2005
GCSE's (A-C's)
English Literature
English Language
Maths
French
Science
Health and Social Care
Physical Education
Geography

HOBBIES AND INTERESTS

In my spare time I enjoy horse riding and walking my dog in the country. I also am a keen reader and particularly enjoy Terry Pratchett books.

References available upon request