Many job adverts will request that you submit a CV as part of the application process. Having a CV ready that can be quickly updated is important for any new job seeker.

This guide will get you started...

What is a CV?

CV comes from the Latin word curriculum vitae which stands for 'course of life'. It is a short document that summarises your education, skills and experience, which relate to a role you want to apply for.

Do all CVs follow the same format?

No, there are different CV styles, depending on the role and the stage you're at, but there are certain things that employers will always expect you to include (see the checklist).

Who looks at a CV?

It depends on the size of the organisation. It could be just one person, for example, the company owner if it's a small company, or it could start with HR and go to multiple people in a larger company. Many employers now remove personal information that could be used to unfairly advantage or disadvantage you.

Contact details
Full name, mobile number and email address.
Profile / personal statement

A short paragraph, setting out your main skills and attributes.

Education and qualifications
Including type and grades (if you have not yet
taken your exams, you can include predicted
grades).

Work or volunteering experience
Details of any paid or unpaid employment or
experiences and a short summary of tasks
completed.

Skills and achievements
For example, IT packages you can use, any languages you speak.
Interests and hobbies
This section is useful if you don't have much work experience.

References
You may be asked to provide two referees that
can provide a personal or professional reference.

What should I include in my profile / personal statement?

It should be a concise statement (around 100 words) that sums up who you are, what you hope to do and helps you to sound like the right person for the job.

You could include:

Why you are suitable for, or interested in the role / industry.

A sentence or two about any work / volunteering experience.

Any skills, attributes or significant achievements that are relevant.

Any academic qualifications that are relevant to the role.

How can I make my CV relevant to the role I am applying for?

Look at the job advert and refer to the job description, person specification and company details. Think about how your skills and experience match what the employer is looking for. Make sure you highlight any relevant qualifications, training or experience you have.

Should my CV be the same for everything I apply for?

PRO TIPS

No, try to tailor some of the sections of your CV so that it is relevant to the role you're applying for. For example, in the interests section, you could say that you enjoy gaming if you're applying for a role in that industry. You should also make sure your profile statement is relevant to the role you're applying for.

Make sure there are no spelling/grammar mistakes.

Ask someone to proofread your CV.
Use active words to highlight your skills and strengths, for example: planned, organised, created.

Personalise your CV to the employer by linking it with words used in the advert and job description.

Make sure your email is professional.

Include a cover letter with your CV.

Don't lie or exaggerate. Don't include your home address if you're uploading your CV online.

Eat That Frog

How to Write the Perfect

Use your name as the title

Use a professional font consistently that is easy to read and make sure the size is between 10 and 12

Put you profile statement at the top

Use clear

spacing

and bullet

points for

lists

Jane Pearce | Teaching Assistant

207777777777

≡ jane@janepearce.com

Accomplished School Teaching Assistant with a proven track record of supporting teachers in the education

With extensive experience working within infant and primary schools as a Teaching Assistant, I have the organisational skills to assist with the planning and preparation of successful lessons, alongside monitoring and assessing children's learning. I have a groven ability to encourage children to learn through motivation and positive behaviour reinforcement. I have a good knowledge of primary school policies and procedures including welfare and safety standards, as well as a creative attitude towards teaching and the self-awareness to lead by example in showing children how to be socially responsible.

Core Skills

- Early years and KS1 curriculum
 Level 3 qualified
- · Safeguarding and welfare

- Classroom preparation
 One-on-one and group support
 EAL and SEN support

Sep 2019 - Present

St Anne's Infant and Primary School, Newcastle Year 1 Teaching Assistant

Working within a KS1 class of 23 children, supporting the class teacher in the delivery of lessons and ongoing development of all pupils

- Work closely with the class teacher to prepare lessons, ensuring a clear understanding of lesson expectations and learning requirements.
 Support the teacher with behaviour and classroom management.

- Support the teacher with behaviour and classroom management
 Support pupils with language devidepment, social skills, reading, spelling, and writing
 Resolve pupil conflicts and encourage taking responsibility for behaviour
 Observe pupils and monitor responses to learning activities, recording observations, and relaying findings to the class teacher
 Mark and correct class work, keeping detailed records of pupil's progress

- Offer ideas and suggestions during weekly lesson planning sessions
 One-to-one support of children with SEN, EAL and challenging behaviour
 Be a positive role model for children regarding behaviour, dress code and punctuality

Acorn Valley Infant and Primary School, Newcastle Reception Teaching Assistant

Worked closely with the Teacher to support a class of 26 EYFS pupils with all learning activities.

- Assisted the teacher to deliver the national curriculum
 Supported the creation of a safe and fun atmosphere which encouraged learning

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Use section headings that stand out

Include any voluntary or unpaid work

Include references or say references availble on request