

HOW TO WRITE A CV

This guide includes everything you need to know about writing a CV.



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PERSONAL STATEMENT

A personal statement is your opportunity to provide the employer with a short summary of yourself and why you are the perfect candidate for the role. Your personal statement should be kept informative and specific to the role you are applying for. This should take the form of a small paragraph.



1. Skills

Include the skills you have that link to the job role. This could be work experience or human skills such as; being friendly, a good communicator, customer service skills or generally being hardworking and confident.



2. The Role

Explain why you're a good match for the role and what you would bring to the team. Here, you can reference your skills and experience mentioned previously and match them to a specific task or duty in the job description.



3. Ambitions

Include your ambitions and what your career goals are for the future. This shows that you are willing to advance your knowledge and grow and progress within the role.

SKILLS & QUALITIES

In your CV you should include the key skills you possess, this can be a range of different skills including, technical and human skills.

Technical Skills:

Technical skills are your 'hard skills', these are usually related to a profession. This can be seen as your taught skills and knowledge, such as the ability to use a coding language or editing software.

Human Skills:

Human skills are your 'soft skills', these are your personal qualities, such as being friendly, a good communicator, organised and ability to work well in a team.

Here at Baltic, we don't just look at your technical skills and knowledge but also your human skills.

Human skills are just as important as technical skills.

EDUCATION & QUALIFICATIONS

You should include any schools and colleges you have attended, as well as the grades you achieved. This is a great way to showcase any qualifications and experience you may have.

EDUCATION

State your education and any other training you have done outside of school and college. We also recommend adding the dates you attended so employers can see a timeline of events leading up to employment.

Include the grades you achieved, such as your GCSE's and any other qualifications and courses you have completed.

GRADES

LAYOUT

This should be presented in non chronological order with the most recent first, this will make it easier for the employer to read.

WORK EXPERIENCE & EMPLOYMENT HISTORY

In this section you should include your previous job roles and experience. This doesn't have to be related to the job role you are applying for, but it will show that you have gained skills from previous employment.

This can include:

- Volunteering
- Saturday jobs
- Summer jobs
- Charity work
- Job shadowing

When listing employment history include:

- The employer
- Job title
- Dates to and from
- Responsibilities & tasks involved
- Skills learnt

HOBBIES AND INTERESTS

The hobbies and interests section can prove an effective part of your CV. This is an opportunity to show that you are passionate about the job role. You can explain that you enjoy furthering your skills and abilities in your spare time through your hobbies.



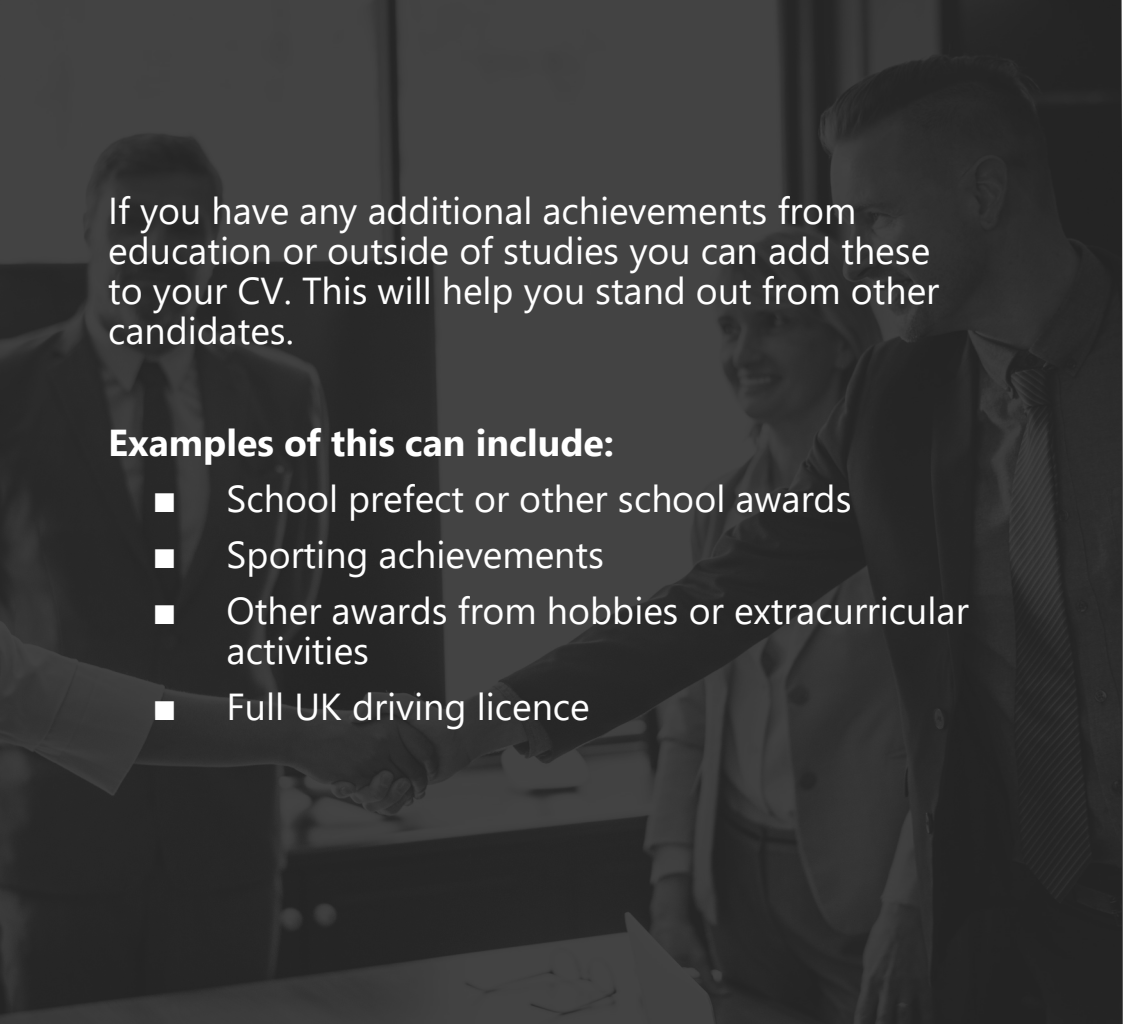
Include hobbies and interests that stand out more and those that can link to the job role. Unique and interesting hobbies will be more eye-catching to an employer.



Explain how your hobbies and interest have had a positive impact on the role you are applying for such as; computer building, blogging or creating websites.



Show how your hobbies have allowed you to grow both your technical and human skills.



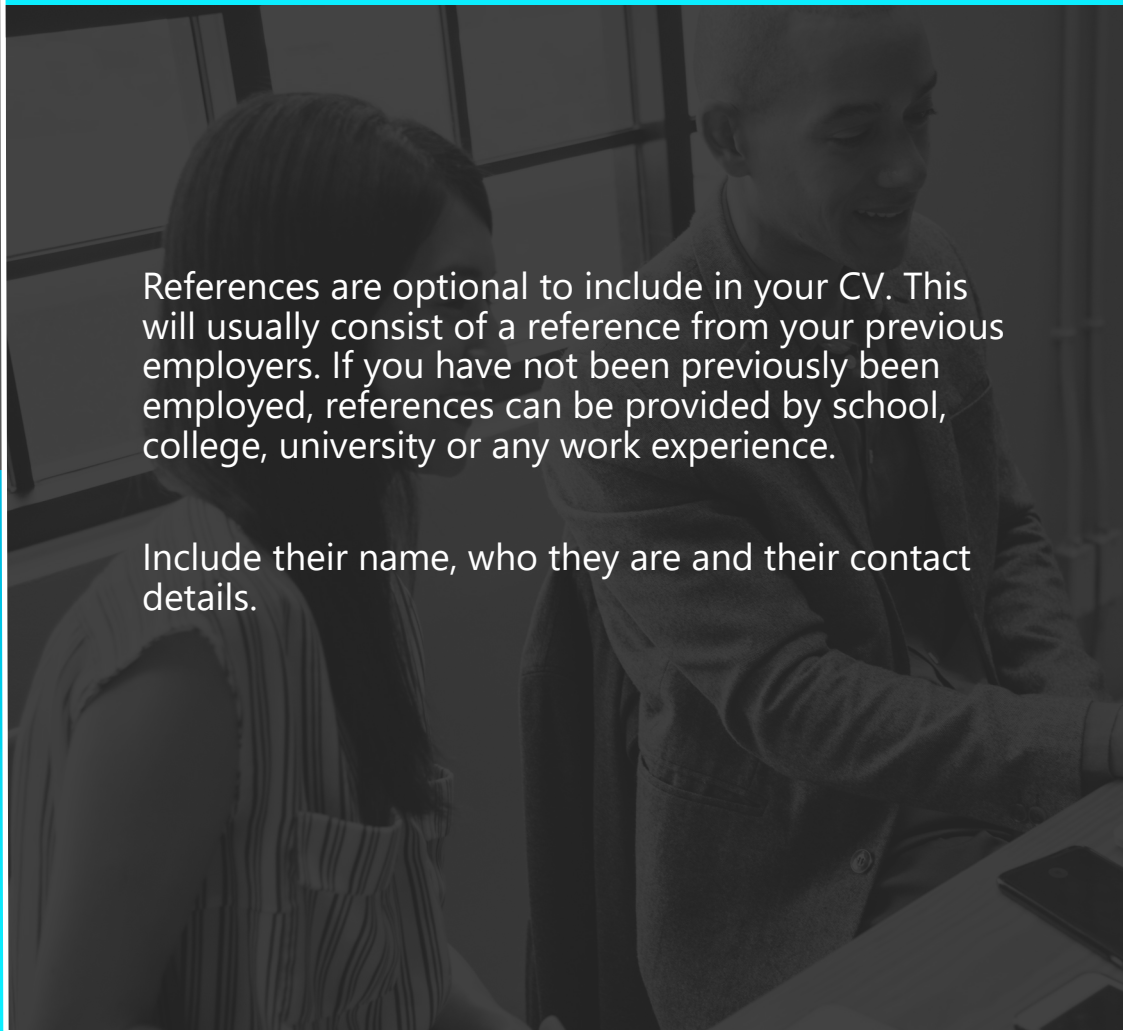
If you have any additional achievements from education or outside of studies you can add these to your CV. This will help you stand out from other candidates.

Examples of this can include:

- School prefect or other school awards
- Sporting achievements
- Other awards from hobbies or extracurricular activities
- Full UK driving licence

OTHER ACHIEVEMENTS

REFERENCES



References are optional to include in your CV. This will usually consist of a reference from your previous employers. If you have not been previously been employed, references can be provided by school, college, university or any work experience.

Include their name, who they are and their contact details.

COVER LETTER

A cover letter is a personal introduction telling the employer why you are most suited to the role you are applying for. It is usually presented in a professional, business letter style format.

The cover letter is best kept short and on one page.
The best covering letters will consist of 3-5 short paragraphs.

Follow this template:

- Introduction - Why you are writing the letter? Who you are, the job role you are applying for and goals and objectives.
- 2nd paragraph - Why you want to work for the company? Knowledge or passion for the specific sector applied for.
- 3rd - Highlight relevant skills and experience and any other qualifications.
- 4th - Reiterate key skills and how they link to related job role. Thank employer for taking time to read the letter and that you look forward to hearing back from them soon.

WHAT TO INCLUDE

Not all employers request a covering letter, however, it allows you to highlight your key skills and abilities, while addressing the employer personally, making you stand out from other candidates.



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