

Curriculum Vitae

Personal Profile

I have had a varied working life and have experience in various roles. I have the skills required of me very often. I am a motivated, enthusiastic person. I enjoy working in a team and am responsible.

CV: “The course of one's life”

- Who has a current CV?
- A way in which you can **sell yourself** effectively on paper.
- A good CV is essential if you are looking for a full or part-time job.
- What makes a good CV?
- The aim is to provide sufficient information to make a prospective employer interested enough to want to see you face-to-face

Tips for a good CV

There is no one right way to set out your CV, however, try to make it:

- ***Eye catching and easy to read***
- ***Short and positive***
- ***Checked for spellings and grammar***
- ***Presentation***
- ***Accompanied by a covering letter***

What's included in your CV

DO NOT USE AI to generate your whole CV as you are giving away personal information that can be used by others.

1. **Personal details** – *Name, address, email contact, mobile phone contact (list down the page – make your name bold and slightly larger) centre on the page*

Curriculum Vitae

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2 Personal Profile – *where you will write in paragraphs what skills you have developed and how you have developed them – using experiences you have had. (I don't like a list of skills in bullet points as these are generic and could be AI generated for the job.)*

- *It's a good idea to start with - I am currently studying A Levels at the Sixth Form College, Colchester and am looking for.....*
- [list relevant skills for the job and then think about how you've demonstrated these skills in past experiences. Write these in sentences]. This is a big section

What skills are employers looking for?

- 1. Communication**
- 2. Team Worker/Player**
- 3. Interpersonal skills**
- 4. Organisation**
- 5. Information Gathering**
- 6. Teaching & Learning**
- 7. Problem Solving**
- 8. Modern Foreign Language**
- 9. IT**
- 10. An Entrepreneurial mind**

Preparing a CV

Before sending a CV....

- Try to work out what the employer is looking for....
- Write down the key skills and experience that the employer is looking for.....Prioritise these in to most relevant.
- Write down 2 or 3 examples of evidence that you have demonstrated these skills (education, personal, social, leisure or work life).
- Think creatively.....for example, for a career aim that requires “customer service” as a key skill.....Turn work as a general assistant in a charity shop in to.....“Customer Service: 12 months experience of delivering first class customer service in pressurised retail environments.”
- Use “power” words such as, **produced, achieved, co-ordinated, liaised, organised, developed, supervised** ...etc.

- **Target your CV to a specific job or career area.**

By listing relevant capabilities and achievements you can prove you are suitable for the job you are after.

Read the **Job Description and Personal Specification** that comes in the detail of the advert or information they send you to find the skills/ experiences they are looking for. (Use **National careers website job profiles** to find skills for particular job roles if you are starting a CV or Morrisby career choices)

Write down what you are capable of e.g. working effectively in a team and what you have achieved e.g. good work experience attendance record or being given responsibility at work even though you are only

- from the job description or [Explore careers | National Careers Service](#) – find the job title and on the link you will find required skills

Sales assistant | Explore Careers | National Careers Service

What it takes

Find out what skills you'll use in this role.



Skills and knowledge

You'll need:

- customer service skills
- the ability to work well with others
- excellent verbal communication skills
- to be thorough and pay attention to detail
- patience and the ability to remain calm in stressful situations
- the ability to sell products and services
- the ability to use your initiative
- maths knowledge
- to be able to carry out basic tasks on a computer or hand-held device

3 Education and Qualifications

Sept 2025- present The Sixth Form College, Colchester

Studying A Levels to be taken June 2027

List the subjects you are taking

Sept 2019-July 2025 *Your secondary school's name*

GCSE's/(BTEC) passed Aug 2025

List subjects across the page with grade e.g.

English Language 5, Physics 6

Work Experiences – (paid or unpaid)

List from most recent to oldest

Date	Name of Company	Job Title
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In 3 or 4 sentences write what you did and skills learnt

- *You can add* **other achievements – or Hobbies and interests**

But be prepared to be knowledgeable about them as at interview as a get you know you question they might ask you questions – so if you say your read alot you might be asked what you are currently reading!

References

Please add references – some businesses will not want to contact you before they contact references

Educational Reference

Your personal tutors name

Personal Tutor

The Sixth Form College, Colchester

01206 500700

Work reference (or hobby – a Guide leader)

name

who they are to you or job title

address and contact

Dos:

- Do brainstorm your ideas on paper before attempting to write anything.
- Do expect to produce several drafts before being totally happy.
- Do make sure that your CV is your own work.
- Do ask people you trust for their feedback. –but not more than 3 people
- Do ensure that you use your best English and don't let silly spelling and grammar mistakes spoil your statement- prepare your statement using a word-processing package

Don'ts:

AI

- AI is a tool that you can use to help you – but you should use it as a help and it's not about creating a persona that isn't you.
- If you want your application to stand out, using a generic AI-generated response isn't going to separate you from the crowd, even if it promises to personalise the response. Interviews are designed to probe deeper into your skills and experiences, so this will give us a clear indication of whether the application matches the real person at interview, or if it's something AI has fabricated.
- [Using generative AI in job applications | Prospects.ac.uk](#)
- [How to use AI to get a job interview and nail it – along with the salary you deserve | Job hunting | The Guardian](#)
- **Remember:** AI is trained on publicly available data. Data you provide to AI may be retained and may appear in future outputs. To **keep any personal data out of the public domain**, anonymise your work. It may be possible to disable chat history and model training. For example, instructions on how to do so for ChatGPT are available on [Data Controls FAQ | OpenAI Help Center](#).
- AI can be unreliable in terms of sources: references may be incorrect; AI is trained on historical data and may not be up to date. All work needs to be thoroughly checked.
- By using AI to generate your application and not authenticating your work, you could present a false impression of skill level, at least in terms of writing ability, comprehension and level of English. This may be noticed later in the selection process.

Completing a CV

A CV is the first screening tool a business will use for applications to get through to the next stage. You must remember that most are still read by a human - who will spot AI even if they are read by AI you want to stand out when you get to the next stage and a human will be reading it. Some might be put through an AI checker. Remember this stage is all about finding suitable candidates, but if the business has lots of applications it is about trying to eliminate candidates – don't give them a reason to say no to yours.

- **DO NOT USE AI to generate your whole CV as you are giving away personal information that can be used by others.**

- Use AI to help you list relevant skills for the job, and then think about how you've demonstrated these skills in past experiences. Ask AI to provide examples of how to describe leadership experiences, then personalise these examples with your own experiences.

Looking for Vacancies

- You have the normal ways and then you have AI as well 😊. But make sure the vacancy is still live.
- LinkedIn uses AI to enable personalized job recommendations based on skills, preferences, and profile information. This reduces the time and effort spent on manual searches. It also uses ChatGPT to analyse profiles and see if they are suited for a specific role. So generate a LinkedIn profile.

Looking into the company that you are applying to – knowledge of the company and role will be part of the interview process

- The best way is to look on their website – watch any videos that they have - they will expect this as a minimum. What do they do? Where are they based? What are their values? What do they offer employees? What is their training? *(use this information to help answer why you want to work for this business)*
- You can use National Careers Service [Job Profiles](#) to find out about jobs if they don't give you a job description – it also tells you the skills you will need for adapting your CV profile or [Prospects](#)

Interview question practice

This is where AI might help a lot.

- Show AI the job description and ask it to generate mock interview questions. Reflect on these questions and prepare your responses based on your experiences.
- Seek suggestions on body language and communication tips for interviews, and practise these in mock sessions.
- A great way to cover all bases for any job is to use ChatGPT to generate interview questions for each bullet point in the job description and analyse the job description for the top 10 keywords. This will help you show how suited you are to the role and give examples that can match.
- There's a great free Google tool called [Interview warmup](#) that helps you practice key questions and get insights about your answers. You're asked questions and then your answers are transcribed. The AI tool then gives you insights about your answers to help you improve.
- [Prepper](#) has an AI interview coach that invites you to enter details for any role to generate questions. You can then choose a level - easy, hard or pirate - depending on the seniority of the role.