



## Creating a CV

The step-by-step guide to creating the perfect CV and getting you job-ready.

## What is a CV?

A CV is a sales document, designed to entice potential employers. It is a truthful account of your skills, qualifications and experience and is usually tailored to the needs of a particular job.

- ✓ Check dates are correct
- ✓ Ask some to read over your CV before sending it out
- ✓ Keep copies
- ✓ Always send your CV with a cover letter

## What is a cover letter?

This is the letter which introduces your CV to the employer. You do not have to repeat information which is already on the CV.

In some cases you might need a long cover letter (where you need to address person specification criteria) but for most online applications it should be a couple of lines.

## Important tips

- ✓ Aim to fit a CV on no more than 2 sides of A4
- ✓ Presentation counts - don't send a scruffy looking or badly copied CV
- ✓ Keep copies clean, flat and in a safe place
- ✓ Use good quality paper
- ✓ Keep it brief
- ✓ Type it; never hand write it
- ✓ Use short sentences and words, keep it concise and to the point
- ✓ Check for correct spelling and grammar



## Example of a cover letter on email:



To:

Cc:

Send

Subject:

Dear Sir/Madam

Ref: Job Advert number 44556677

I am interested in the Warehouse Operative position that has been advertised on the Universal Jobmatch site.

I attach my CV which details my skills and experience for your consideration. I am available for interview and an immediate start, and you may contact me on my mobile phone number for a quick response.

I look forward to hearing from you soon.

Yours faithfully,  
Joe Blogg



## Different types of CVs

**Chronological** – starts with the last job and works its way backwards. It is quite common that people cannot remember exact dates so aim for months and years to display the amount of time you have carried out a particular role.

**Functional or skill based** - This type of CV could be used when you do not have a lot of directly related experience, or you have so much experience that there is not enough room on your CV or you going through a career change. This is when you are likely to use transferable skills.

**Academic** – displays qualifications, especially if you have a degree and are applying for post graduate positions.

**Scientific/technical** - course work and final year projects and discoveries

**Creative** – advertising or artistic related jobs

## Common mistakes

- ❌ Poor presentation - overcrowded or poor layouts or poor quality photocopying
- ❌ Disorganised and poorly sequenced - missing information and not recorded in the correct sections
- ❌ Too long - no more than two pages
- ❌ Too general
- ❌ Using jargon or abbreviations
- ❌ Mistakes - poor spelling and grammar
- ❌ No accompanying letter of introduction



## CV Layout

**Personal Profile** - Summarises you as a person, it paints a positive picture of yourself and encourages the employer to read on. Make it positive, keep it brief, emphasise your strengths and highlight important qualities, skills and knowledge.

**Key Skills** - Bullet point your key strengths and skills pertaining to the job you are applying for. These skills should be updated and complement the job description as an employer will quickly scan the CV during short listing.

**Employment History** - Always start with your last job and work backwards. Account for gaps in your employment history. It should illustrate: dates, job title, company details and a brief description of duties within that role.

**Education and Training** - Dates are relevant here. Remember, only include passes when it comes to qualifications.

**Hobbies and Interests** - This could directly affect the way your CV presents you. Don't invent hobbies to fit a job application but if you have relevant hobbies do include them.

**References** - These could be character or employer references. Providing a name and address/phone contact is very helpful to an employer, particularly when a vacancy needs filling quickly.



### **NAME**

Address

Contact Number(s) / Email address

### **PERSONAL PROFILE**

A paragraph highlighting your skills and qualities. Include a final sentence which says where you want to be heading in terms of your career.

### **KEY SKILLS**

- 
- 
- 
- 

### **EMPLOYMENT HISTORY** (starting with the most recent first)

#### **Name of employer, duration of employment**

Write one brief sentence outlining the nature/purpose of the organisation.

Responsibilities include(d):

- 
- 
- 
- 

#### **Name of employer, duration of employment**

Write one brief sentence outlining the nature/purpose of the organisation.

Responsibilities include(d):

- 
- 
- 
-

**EDUCATION, TRAINING & QUALIFICATIONS** (include any current training and work backwards)

- **Qualification/certificate/training received**  
Centre/duration/date achieved
- **Qualification/certificate/training received**  
Centre/duration/date achieved
- **Qualification/certificate/training received**  
Centre/duration/date achieved

### **ADDITIONAL INFORMATION**

Include a brief paragraph on any voluntary work, involvement in community projects or other position of responsibility. Otherwise you can leave this section out.

### **INTERESTS AND HOBBIES**

Include a line or two about what you like to do in your spare time.

### **REFEREES**

Include details of two referees. Preferably one of these should be your last employer or a professional person you have known for more than one year. It could also be your mentor, your ESOL tutor or your tutor from any other course/training you are undertaking, or your volunteer supervisor if you are volunteering.

## Unity Employment Services

Unity Employment Services was set up in May 2011 to support Unity tenants and the communities in which they live to get back into employment and training.

Each person has an individual reason for unemployment or under-employment. Unity's dedicated Employment Team ensures that each customer has an individual plan tailored to their specific needs.

The Team can help you with practical job skills such as preparing your CV, guidance for job searching and applications, and practising your interview technique.

Being out of work can knock your self-esteem. The Employment

Team can help boost your confidence and point you in the direction of the training you need to become job-ready.

The Employment Team have already helped secure over 250 jobs, work placements or training opportunities for tenants and local people - but they'd like to help even more!

If you, or any member of your household could benefit from the Employment Team's support or guidance, then please get in touch.



**Kelly: 0113 200 7738**

**Noma: 0113 200 7746**



**EmploymentOutreach  
@unityha.co.uk**

### Problems understanding?

If you need any of our information translating or if you need an interpreter, please contact us. We can also provide this information in large print or on CD if you need us to.

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