



Design

Designing your own CV is simple. It should include:

Name:	Your full name
Address:	Full home address and Postcode
Telephone:	Telephone numbers Day and evening if applicable
Education:	From Secondary School upwards Name of School(s) Dates attended Examination qualifications gained with grades
Further Education:	Name of College/University Dates attended Subjects studied, qualifications and grades
Training	Special skills courses, vocational qualifications with dates
Career History	Your most recent employer is listed first Name & Address of Company Job title Brief description of responsibilities, skills and achievements

Previous Employers	In reverse chronological order Brief details and dates Explain any gaps in employment history
Interests:	Leisure interests can help to show what kind of person you are, particularly if your work experience is slight. You could include hobbies, sporting interests, voluntary work, etc.
Personal Statement:	Some CVs also include a personal statement about your goals, key achievements and skills - it is up to you. This statement could, if wished, be inserted earlier in your CV i.e. after your personal details.
References:	Include the name of 2 referees If you are new to the job market these will be your most recent teachers Otherwise you should use present and past employers. REMEMBER TO ASK THEM FIRST.

This information has been collated from books held in the Open Technology & UK Online Centre.

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