How to write your first CV

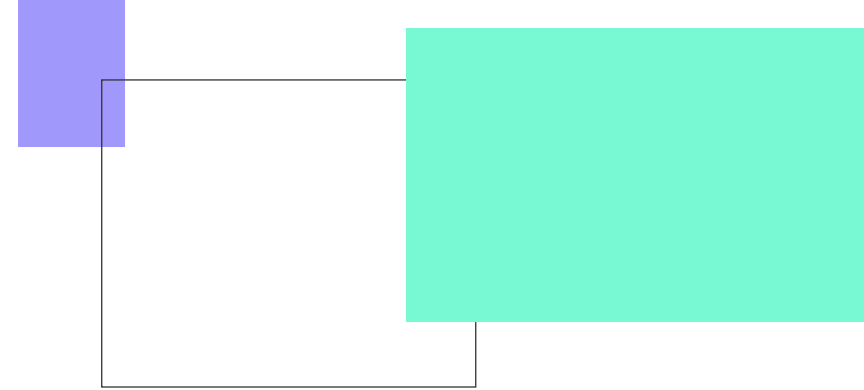# NCFE What to include:

Contact information

- Your full name

- Contact number

- E-mail address

Personal summary: An opportunity to sell yourself, outlining your skills, experience and personal attributes.

- Briefly introduce yourself

- Highlight key skills, especially those relevant to the job you're applying for

- Explain what you can bring to the company you're applying for
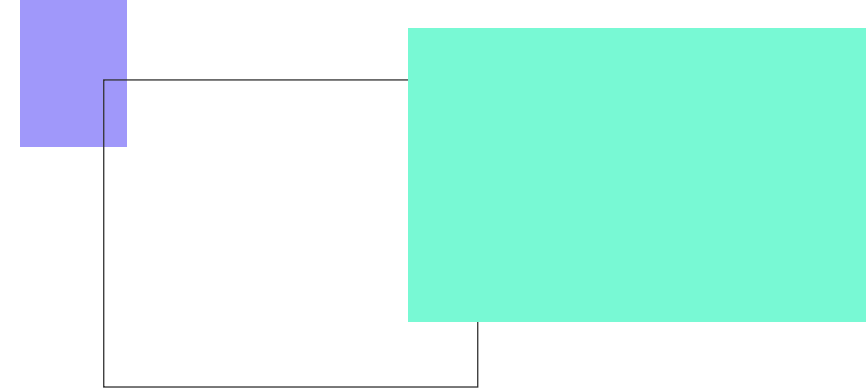
- Include your long terms goals

Education

- Include schools or colleges attended, qualifications studied, and the dates you achieved (or expect to achieve) these

- List your most recent education, qualifications and training first

What to include:

NCFE

Skills

- List relevant technical skills: computer proficiency, language skills etc
- Include transferable skills such as communication, teamwork and problem-solving

Experience

- Include any relevant experiences such as internships, volunteer work, part-time jobs, or projects
- Include a brief summary of what your role consisted of
- Mention any specific achievements or key learnings

Interests and Hobbies

- Include any clubs or societies that you're a part of

NCFE **Top tips:**

- Use a clean and professional layout

- Use bullet points and concise language, avoiding lengthy paragraphs

- Ensure you're using a professional e-mail address

- Use a consistent font and style

- Tailor your CV for each application, highlighting the key skills that are relevant for each job

- Proofread carefully, checking for spelling and grammatical errors

- Consider using a template, you can find many free examples online

- Emphasise your achievements and the skills you've gained