



thejobcentre

offering you a new direction

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CREATING A C.V.

What is a Curriculum Vitae?

A Curriculum Vitae (C.V.) is a short summary providing information and details on your career history, education and qualifications etc. There is no universally accepted format for a Curriculum Vitae.

You should always send a covering letter to go with your curriculum vitae when applying for a job.

Your C.V. needs to be:

- A well-presented, selling document
- A source of interesting, relevant information

The main purpose of a C.V. is to get you an interview and to remind your interviewer about you when you leave the interview.

When writing a C.V. you must put yourself in the reader's position.

Principles and Guidelines

Recruiting people is similar to buying a resource:

- Write your C.V. to suit the position a general C.V. is unlikely to impress.
- Match your achievements with the job specifications.

What to include in your C.V.

- A C.V. should be between two and three pages, however employers may sometimes ask for a one page summary
- Always be honest and factual
- Contact details should be clearly laid out on the first page
- Your employment history should commence with your current position and work backwards.
- Bullet points should be used for achievements or key attributes
- Leave out irrelevant or negative information
- Recent training courses or skill development
- Professional and educational qualifications



INVESTOR IN PEOPLE

Creating a C.V.

Your C.V. should follow the following outline:

- Contact Details
- Personal Profile/Statement
- Education and qualifications
- Employment history
- Training and development
- Personal details
- References

Your C.V. is trying to persuade the person to offer you an interview and is the first contact the person has with you, therefore make a good first impression:

- Use good quality paper. The paper can be white or ivory, but use black ink.
- Keep your paragraphs short and concise
- Use Ariel or Times New Roman font, and a size font of 12 pt.
- Check your C.V. for spelling and grammar. Review your work a few times or get a friend to review it and ask for feedback.
- Do not fold your C.V. When sending to employers, place in an A4 envelope.

Contact details - The top of the first page of your C.V. should contain your contact details, i.e. name, address, telephone number, mobile number, email, etc.

Personal Profile - A personal statement needs to be produced here. For example, you could mention that you are:

- Hardworking
- Trustworthy
- Organised
- Enthusiastic
- Highly motivated
- Willing to undertake training
- Willing to learn new skills
- Ambitious
- Flexible



Employment History - Start with your current position and work backwards:

- Dates should be in years e.g. 1999 - 2006, the dates should be at the left hand side
- Company name and address. Add a brief description of the core activities of the company, for example, "one of the Island's leading IT companies"
- Job title - description of your role within the company
- Bullet point your achievements within each position
- Reason for leaving the company
- Skills and tasks which you could mention, if applicable:
 - Filing (any other kind of administrative work)
 - Inventory/Stock control
 - Computer work
 - Managing/Leading a team
 - Numerical work
 - Operating and maintaining machinery
 - Sales and marketing
 - Maintaining records
 - Driving
 - Budgeting and Payroll
 - Organisation skills and carrying out projects
 - Communication skills
 - Planning and prioritising to meet deadlines
 - Ability to work under pressure
 - Customer service skills
 - Interpersonal skills

How to explain career gaps:

- If you have a career gap which lasted only a few months then avoid showing the months and use years instead.
- For significant gaps in your career which have lasted a year or more you will need to explain what you have done during your time off. This could be travelling, training to gain more skills and qualifications, voluntary work, ill health, maternity leave, unemployment etc. Be as truthful as possible when explaining career gaps.

Training and Development



Your training courses need to be relevant to the position applied for. Details include:

- Date (year only)
- Name of course and duration
- Name of training provider

Education and Qualifications

Start with your professional qualifications (e.g. ACCA), higher education (e.g. HND, Degree), and secondary education A' levels and GCSE. Details include:

- Date (year only)
- Name of establishment
- Qualification title and grade

Personal Details

Keep this section short and relevant. It is up to you how much you write in this section, however you can include:

- Date of birth
- Nationality
- Marital status
- Driving licence status
- Smoker / Non-smoker
- Interests and hobbies
- Isle of Man worker status

<http://www.gov.im/dti/jobcentre/interviewprep.xml> - [top](#)**References**

Put names and addresses of referees on your C.V. if they have been requested.

Otherwise, state that your references are available if required.