

There are masses of resources available through The Internet & as part of Word®.

One of your biggest problems might be deciding which to use!

It's well worth spending a while just looking. With a little help you'll soon find the ones that help you. Just start with those you feel comfortable with.

Remember, a CV or Resume is an ongoing task - don't expect to get it right first time.

You should also provide a covering letter saying how you think your skills and abilities will fit the job description - give examples of what you've done rather than generalised statements.

Getting started

Collect the following:

- The job advert - from the paper etc. - if it's from The Internet print it out
- Any information you have about the company - booklets etc.
- The job description - much more detailed & contains a list of the tasks/skills expected
- Plenty of paper - & pencil etc.
- A friend or two - chatting about the job always helps & they will often remember things you've done, dates etc.
- Any certificates/qualifications - you'll need exact titles and levels achieved - a description of the topics/subjects studied may help if relevant to the job e.g. GNVQ modules etc.

Now:

- Read the advert & job description carefully - highlight the important parts - the job description may be the most useful
- Think about the things you've done that show you can do the job - this is where friends can help & remember to include the subjects/topics in your qualification that are useful
- Make a list of these activities (see above) ready to go into your CV - try to find at least one achievement for each of the important parts of the advert & job description
- Follow all instructions on the job advert. If they want two copies of your CV then send two. It is also vital to get it in on time.
- Make sure you have access to the things you need well ahead of time - unless the advert specifically asks for handwritten documents printed CVs look better - if it's not your PC check;
 - § PC is working and has the programs you need installed e.g. Word
 - § Printer works and prints cleanly - make sure that there's enough ink
 - § Internet is available if you need it - to access online CV guides etc.
 - § You know how to use the basic features of the program including the spell checker

The first draft

Take a look at sample CVs to give you an idea of what to include or use templates to help you get organised.

Now start to record your own information - if you using a computer remember to save the file every 5 minutes, use a sensible name e.g. 1 CV Gerry Painter 2007 and save it in a place you will remember.

Connexions have just launched a new online idea called "ipoint". You can click on the link below to access the "Build my CV" feature or copy & paste it into the address bar of a web browser e.g. Internet Explorer. Don't worry about the security warning if it appears just carry onto the page.

<https://www.cvbuilder-advice-resources.co.uk/index.php>

If you register, see below, you can save it at any stage and carry on from that point later. Unless you do this you'll have to start again. You will end up with a Word document. This can be saved on your computer and altered later. Make sure you run the spell checker in Word – remember it probably won't know the spelling of your name, road etc. so you have to read it carefully.

Here are some screen shots from "ipoint".



This is the Home page – use it to login or register, try out the CV builder etc.

To login from this page click on 'Login' at the top of the page – remember to 'Logout' when you have finished a session.

To access the CV Builder click on the text at the bottom of the screen.



This is the Login page.

To register (first time only) click on the *New user? Register here* text.

For later sessions Login enter the username and password that you picked when you registered and click [Login]



When you register enter the information about your self – remember to keep a note of the user name and password that you select.



This is the first page of the CV builder



As you work through the 12 sections enter information into the 'yellow' boxes.
For extra ideas try clicking on one of the topics in the black box at the side.



When you have selected the template to use, agree to any queries and 'save' the file – **remember the rules about files names etc.**

Now you can use it as a normal Word document – make changes and run the spell checker etc.
You can also go back and try a different template.

Here are some tips from www.bbc.co.uk – these might be very useful if you decide to write the CV yourself rather than using a template.

Aims & Content

The main message you're trying to get across is 'I can do this job and I'd fit in well'. No employer has the time to wade through pages of information, so it's up to you to select the bits that are right for this application. Doing so will demonstrate that you have the ability to communicate in a concise and effective way.

The basics

You must include:

- Name and full contact details
- Date of birth, rather than age
- Education and qualifications
- Relevant work experience
- Interests, activities and achievements that clearly show relevant and transferable skills
- Details of referees if they have been asked for, otherwise write 'References available on request'

It's also a good idea to include a very brief career profile or objective, summarising your achievements and ambitions and keeping it relevant to the job you're going for - treat it as a teaser for the rest of your CV.

CV & Covering letter

Here is an example of how to use the advert and job description to make your application stand out.

Sample Job Description

Much of the information you need to help you write your application can be found in the advert or job description.

This one is quite short but contains a lot of clues. When you look at an advert start by picking out the key words - here they're shown in bold text.

Fitness Instructor

Are you **highly motivated, enthusiastic, super fit**, and **outgoing**? Have you got a sound knowledge of the **principles of exercise** as well as being a **good communicator** who can work **flexible hours**? Then you're the person we're looking for to join our dedicated team of coaches and instructors.

Fitness First was recently awarded The Fitness Leadership and Management Excellence Award and we are now looking for an additional instructor with **fitness related qualifications**. The work includes using **computerised fitness testing equipment** so **IT skills** are desirable but **further training** will be given. The ability to **motivate** individuals in **personalised exercise programmes** and work **unsupervised** in a **customer orientated** environment is essential.

If you've got what we want send a written application to:

Steve Sands. Fitness First, Lake Road, Littletown. LT1 5MX

Applications should be submitted by **1st December**, quoting the post title Fitness Instructor FF/32 and enclosing the names of **two referees**.

Louise Longford is a college student looking for her first job. She has made good use of the information in this advert to tailor her application to the requirements of the post.

Look at the sample application and covering letter below. Louise has used most of the words highlighted in the advert in her text to show the employer how relevant her skills are.

She has listed the topics in her BTEC that are relevant to the job and given two referees as requested.

In the 'Employment' section she has picked out the activities in her part time job that can be related to the advert.

Her covering letter is short and clear. It lists the job title, where she saw it advertised and contains the reference number.

She has told the employer some of the things that she has done and skills she has that are mentioned in the advert.

Louise's Sample CV

Louise Longford
 12, Kenmore Road
 Littletown
 LT12 9BH
 01456 783460

SKILLS AND ABILITIES

- Motivating others to share my passion for sport and fitness
- Enjoy being part of a team both in netball and for academic work
- Able to work without supervision
- Good at balancing work and study commitments
- Competence in use of all aspects of Office 2000 and Fitness Publisher

ACHIEVEMENTS

- Establishing college aerobics class
- Captain of College netball team
- Second place in county cross country finals

EDUCATION AND QUALIFICATIONS

2000-2002 Littletown Community College
 BTEC National Diploma Sports Science, completion date July 2000

Subjects studied:

Core Science	Exercise Physiology
Diet & Nutrition	Human Physiology
Maths & Statistics	Mechanics of Sport
Practical Sports	Outdoor Pursuits
Safety & Sports Injuries	Sociology & Philosophy of Sport

Courses completed:

- RLSS Bronze Medallion
- RSA Exercise to Music teachers Award
- RSA CLAIT and IBT 2

1993-2000 Littletown School GCSEs:

English Language (B)	P.E. (A)
English Literature (C)	Art (A)
Biology (A)	Design Realisation (B)
Maths (B)	French (C)

EMPLOYMENT

2000 to present. Pool Attendant, Littletown Swimming Pool. Part time post, hours vary from 5 to 15 a week.

- Supervising swimmers
- Reception work, money handling and phone answering
- Working towards ASA Swimming Teacher's Award

INTERESTS

- Netball
- Circuit training
- Squash
- Skiing
- Mountain Biking

REFERENCES

Mr. P. Benn Manager Littletown Baths Broughton Street Littletown LT1 9GL	Ms. S. Cuthberg Course Manager (Sport Science) Littletown Community College West Street Littletown LT2 6EK
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Sample Covering Letter

Fitness First
Lake Road
Littletown
LT1 5MX

12, Kenmore Road
Littletown
LT12 9BH
01456 783460

1st December 2001

Dear Mr Sands

Re: Fitness Instructor FF/32

I am writing to apply for the job of Fitness Instructor, as advertised in Thursday's *Courant*. This is an ideal job for me given my enthusiasm for sport, my related experience and qualifications.

Sport and fitness training have always been important to me, which is why I chose to take a BTEC Diploma in Sports Science. I obtained distinctions in the Sports Anatomy & Physiology and Sports Injuries modules last year and am confident that I will get similar marks in Exercise Physiology, Mechanics of Sport and Sports Supervision & Management this year.

I am a confident user of Microsoft Office 2000 and have worked extensively with Fitness Publisher, a program for analysing fitness.

As you can see from my CV, I've taken the opportunity to gain extra qualifications that were on offer at college, which has helped me get part-time work as a pool attendant. I'm called on to provide cover during busy times so am used to working irregular hours at short notice. I've also run a lunchtime aerobics class at college since the start of this year.

I finish college in six weeks and am keen to find a job rather than carry on with further full-time study. I could start any part time work or training sooner as many of my classes are finishing and most of my assignments are done. I look forward to hearing from you.

Yours sincerely

Louise Longford