Positive Language

Below is a list of positive words that are useful to include on your CV when describing yourself and your experience:

Achieved	*Improved*
Administered	*Initiated*
Analysed	*Led*
Built	*Managed*
Capable	*Monitored*
Competent	*Organised*
Communicated	*Participated*
Consistent	*Positive*
Controlled	*Processed*
Co-ordinated	*Productive*
Created	*Proficient*
Designed	*Profitable*
Developed	*Qualified*
Directed	*Reliable*
Economical	*Repaired*
Effective	*Resourceful*
Efficient	*Sold*
Engineered	*Specialised*
Established	*Successful*
Expanded	*Supervised*
Experienced	*Trained*
Guided	*Versatile*

This writing your CV leaflet is part of a wider range of employability skills information from DISC.

Ask your Support Worker if there are any more health and wellbeing issues that you would like to receive information about.

Employability Skills

Writing Your CV

What is a CV?

Curriculum Vitae (or CV for short) is Latin for 'the story of your life', and that's just what it is. Your CV is a short list of facts about you, your skills and experience.

A CV should be about one page long, two pages maximum.

Think of your CV as your own personal marketing tool. It is a chance to get yourself noticed by potential employers.

Having a good CV is important, as this is sometimes the first thing that employers see about you.

This leaflet will give you some handy tips on how to write your CV and make you stand out from the crowd. Your support worker will have a CV template for you to add your information into.

What to Include

When writing your CV you should always stress the positives and avoid anything that may put off a potential employer.

If you decide to write a personal statement, this should appear at the start of your CV and be short and to the point. Your personal statement should be based on facts about your skills and experience . Try to avoid making statements such as "I am a team player".

If you have little or no employment history, you can still write a CV that will make you stand out. Make the most out of any voluntary or community involvement, work placements, coursework, personal projects and extracurricular activities to show why you have the skills for the role you are applying for.

If you have previous jobs to include on your CV, these should appear in date order with your most recent job first.

You do not have to include the names of people who will be your referees on your CV, but you should have them ready for when you are asked. Be sure to let your referees know that you will be giving their name and that they may be approached to give a reference for you.

What NOT to Include

Don't include anything that has nothing to do with the role you are applying for. For example, you may be very proud that you voted Green at the last election, but employers are not interested in this kind of information.

Don't lie on your CV. You have to make yourself as appealing as possible to potential employers, but avoid going too far and being untruthful.

Avoid any unexplained gaps in your employment history. If you did not work for a few years because you had a baby for example, make sure this is included.

Don't include anything negative about your previous employers or experiences. Including anything negative will make your CV less appealing.

Stay away from using jargon or woolly language. Using clichés or abbreviations will not make your CV stand out from the others. Use simple language and facts to make yours the CV that stands out.

Don't use colours or pictures to try to make your CV more attractive. This will distract from what you are trying to say.