

## What is a CV?

**Curriculum Vitae:** an outline of a person's educational and professional history, usually prepared for job applications (*L. lit.: the course of one's life*). **Another name for a CV is a *résumé*.**

**A CV is the most flexible and convenient way to make applications.** It conveys your personal details in the way that presents you in the best possible light. **A CV is a marketing document** in which you are marketing something: yourself! You need to "sell" your skills, abilities, qualifications and experience to employers. It can be used to make multiple applications to employers in a specific career area. For this reason, **many large graduate recruiters will not accept CVs** and instead use their own application form.

An **application form** is designed to bring out the essential information and personal qualities that the employer requires and does not allow you to gloss over your weaker points as a CV does. In addition, the time needed to fill out these forms is seen as a reflection of your commitment to the career.

**There is no "one best way" to construct a CV;** it is your document and can be structured as you wish within the basic framework below. It can be on paper or on-line or even on a T-shirt (a gimmicky approach that might work for "creative" jobs but not generally advised!).

## When should a CV be used?

- When an employer asks for applications to be received in this format.
- When an employer simply states "apply to ..." without specifying the format.
- When making **speculative applications** (when writing to an employer who has not advertised a vacancy but who you hope may have one).

Often selectors read CVs outside working hours. They may have a pile of 50 CVs from which to select five interviewees. It's evening and they would rather be in the pub with friends. If your CV is hard work to read: unclear, badly laid out and containing irrelevant information, they will just move on to the next CV.

Treat the selector like a child eating a meal. **Chop your CV up into easily digestible morsels** (bullets, short paragraphs and note form) and give it a clear logical layout, with just the relevant information to make it easy for the selector to read. If you do this, you will have a much greater chance of interview.

Advert + CV

## Curriculum Vitae

**Name:** Josephine Ankra

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### **PROFILE:**

Hard working, experienced social care professional with excellent interpersonal skills, highly motivated, seeking a job as a health care assistant in the Glasgow area. Enjoys working with the elderly and infirm, able to multitask and meet deadlines.

### **EMPLOYMENT HISTORY:**

**Care Assistant, Broomfield Hospital, Chelmsford (2004 - Present)**

Responsible for the provision of personal care to older people (feeding, bathing, and dressing as required). Assist clients to gain confidence and independence in day to day life - and enable those unable to do so. Writing, updating and executing care plans.

**Care Assistant, Forest Hill Nursing Home, Buckhurst Hill Essex (2001 - 2004)**

Responsibilities included: caring for patients basic bodily care needs such as cleaning, bathing, feeding clients, washing up dishes after meal times, chatting with clients and providing a listening ear, assisting clients to hospital when unwell, and undertaking any other task delegated by the supervising nursing staff.

### **EDUCATIONAL HISTORY AND TRAINING:**

Jan 16 - ESOL for Social Care course, City of Glasgow College and Bridges Programmes.

Mar 07 - Moving and Handling, Glasgow City Council.

2014 - EXCEDEL NVQ Level 2 in Social Care, Glasgow Clyde College

1999 Mumbai Secondary School - Biology, English, Mathematics, History and Religious Studies AAABB.

**HOBBIES:** Enjoy teaching the hearing impaired British Sign Language in spare time. Currently volunteering in a school for the deaf - teaching BSL 2 hours a week.

