

Make an impression!

Make your own CV - Let me help.

I'm a qualified IT teacher, with great IT skills, including Photoshop, digital photography and MS office.

YOUR CV – try this

You should gather together all of the information below before you make a start on your CV.

You'll need your personal details such as your full name, address, marital status, contact numbers, home, mobile and email. Items such as nationality can be useful if you are applying for jobs abroad, whether you have a full driving license and if it's clean.

To start, and make an impact you'll need to think of a summary paragraph, a paragraph which will sell you to your prospective employer.

An example.

"I have proven I.C.T. skills and have several years experience of teaching I.T. in F.E. I have classroom experience, am a confident communicator with a warm, successful and approachable style".

From the paragraph you should lift 5 bullet points as a summary

An example.

- Depth of knowledge of Multimedia Software/MS Office.
- Experienced in the classroom environment.
- Computer literate.
- Creative and innovative.
- Flexible, adaptable.

You'll need your Education history and the qualifications you gained. Keep the details focused. If you have a post graduate qualification such as an 'M. Ed', then there will be no need to mention your 'CSE' in knitting.

Mention:

- Your University and degree subject, and grade.
- Your college, 'A' level subjects and grades
- Your school qualifications, 'GCSE' subjects and grades

List your professional qualifications, affiliations and memberships of professional bodies including membership ID numbers.

Back-up your qualifications with the training courses you have attended - that will back up your application. List them here, work related training courses, company courses and courses you have arranged for yourself. If on any of these courses you obtained a qualification then list them. Remember, again to keep them focused.

Next list your work experience. If you have been at work for a single employer for a number of years you probably do not need to include any part-time jobs, vacation jobs, etc. Start with your most recent or last job and work backwards. You should normally concentrate on your two most recent jobs unless you were only in the positions for a short time. Employers are usually only interested in your recent work history, make sure you include all of your duties.

Give the name of the company. For each position list your job title, Include your level of responsibility, the job title of the person you reported to and when you started and finished in each job. Include a brief description of the service provided by the company; using the language the company would use to portray themselves. Tell me your main responsibilities, achievements, duties, and skills you displayed in the post, skills which might be transferred to another employer. Be specific and positive about your skills.

Always include your main achievements in the role and make any information relevant to your next job and indicate how you achieved them.

This is an important section because an employer will only invite you for an interview if they can see a profit in doing so. You listing your achievements might just sell you to a prospective employer and make them choose you over somebody else.

In listing other experience including any computer knowledge you may have, included the make and type of equipment you are familiar with, the software and its operating system.

Other experience might be knowledge of a foreign language which may be relevant for the job which you are applying for, list them and indicate your level of fluency, if your skills are spoken or written, if they are business related or technical. Only list these skills if they are relevant to the jobs you are applying.

If you think it relevant to your next job; mention your typing or shorthand and your speeds.

Listing your interests, hobbies and any sports you play completes the 'picture' you are 'painting' of yourself, mention the clubs or organizations you are a member of. Don't be tempted to over-egg your hobbies, quoting exotic, un-heard of past-times as the person who is interviewing you might be an expert!

Always think of some references. You do not normally need to list referees on your CV, but it is a good idea to think in advance about someone who you might ask. For some professions it is normal to list referees including the teaching and health service - in these professions your referees might be asked to provide you with a reference in advance of your interview.

Sell yourself but remember to keep to the facts. Telling un-truths on a CV can come back to haunt you!

If this has helped, don't forget you can give a donation at www.4ndy.net to cover my costs.

Thanks!

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