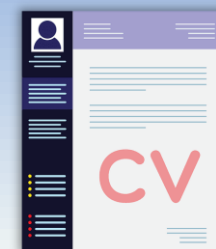


DRAFTING A CURRICULUM VITAE



WHAT IS A CV?

A CV is an essential part of any job search, not to mention a great way to put all of your skills, experience, and qualifications in one place. In fact, a well written CV could be the difference between getting an interview and not being considered for the role. To help you understand what they're all about, and make yours work harder for you, here are a few things you should know about CVs:

It stands for 'course of life': A CV (Curriculum Vitae) is a summary of your education, skills, and work history.

Structure matters: Standard sections include contact details, a personal statement, key skills, education, and work experience.

Two pages is the sweet spot: Keep it concise. Recruiters spend seconds scanning, not reading.

Tailoring is key: A generic CV rarely wins. Adapt your document for every single application.

STRUCTURING A CV

A CV has a generic structure recognised within the UK. A recruiter expects the following sections –

Personal Details

Personal Statement

Key Skills

Education

Work Experience

Hobbies & Interests

Reference

Name
Address
Contact Number | Email

Personal Statement

Attempt a personal statement, see below for example and expectations. Think about the industry you are targeting and the desirables.

I am a highly organised individual who always makes sure to always complete tasks in good time. Due to my organisational skills, I am very punctual, and I am known to always turn up to lessons and work placements on time. My past work experiences have made me more confident with interacting with people and improving my communication skills...

Key Skills

- Organisation skills
- Key skills, add 5, above it an example, feel free to delete.

Education

Name of School –

GCSE English – 0

GCSE Mathematics – 0

List all qualifications.

Riverside College – date – Present

Qualification here...

Working Experience

Employer – Job Title - From - To

Duties carried out.

Hobbies & Interests

Write a small summary of hobbies and interests.

References

Available upon request.

IMPORTANCE OF PS & KEY SKILLS

A personal statement and key skills are the starting point of your CV and what is reviewed first by all recruiters. This is your selling point; you need to grab the attention of the recruiter and make them read on. They need to see a summary of what you're good at and experienced in, within a short period of time.

A CV in the UK is read on average for 7 seconds!

Your personal statement is where recruiters expect you to meet the requirements for their role. Score points and secure them to read on, checking your qualifications & experience.

Sell yourself!

EXAMPLE OF A GOOD PS

Personal Statement

‘An academically and commercially astute product designer and engineer with a passion for the ideation, design and manufacture of innovative products that save time and make users’ lives easier’

With in-depth knowledge of the principles of product design and engineering along with project-based practical knowledge of the product development process, I have a proven ability in researching and developing new products that are innovative and designed to meet the needs of both end users and the environment. I have expertise in the use of Adobe In-Design, AutoCAD, Autodesk and Inventor software along with a robust understanding of joinery and engineering techniques. I am due to gain a BSc in Product Design (expected 2:1) and have extended Level 3 diplomas in mechanical engineering (awarded with triple distinction), which covered a wide range of associated disciplines in product design and engineering principles. As a British Safety Council Certified product designer with extensive health and safety knowledge, I have thorough understanding of safe manufacturing processes and the use of machinery.

KEY SKILLS

Key Skills Section –

Generically you should have around 5 key skills highlighted on your CV.
These key skills should be what you feel you are strong at –

Generic key skills include things such as, Communication Skills,
Organisation Skills & Teamwork.

However, an easy way to score points and secure interviews is to adapt your CV per job role. Look at what the company wants, can you link to these required key skills and highlight them on your CV?

EDUCATIONAL STUDIES

Your education section is very important. Recruiters want to see what you have studied or studying. Most companies have entry requirements.

They want to see if you have relevant qualifications and entry requirements such as GCSE English & Maths.

Education

- **BSc Marketing, First Class** – The University – 2020
Dissertation: What Happens When Former Titans of Industry Lose Their Edge?
Modules studied in: Brand Identity, Digital Marketing, PR & Communications, Market Research, Making Effective Marketing Decisions, Marketing Software Tools, Marketing Analytics
- **Foundation Certificate in Marketing, Level 3** – CIM – 2020
Modules studied in: Marketing Principles & Effective Communications in Real World Practice
- **A Levels, 3 A*-B** – The Local College – 2017
English Literature, English Language, Business Studies
- **GCSEs, 11 A*-B** – The Local College – 2017
Achieved A*- B in subjects including: Maths, Science, IT, English Literature & Language

WORKING EXPERIENCE

Your working experience is also very important. However, based on being students, recruiters will be aware your experience may be limited.

This is where your CV becomes more transferable skills heavy.

Make sure your personal statement & skills sell you!

Working Experience

Riverside College – Careers Advisor – December 2024 – Present

supporting a diverse mix of learners—16- to 19-year-olds on A-levels or vocational courses, adult returners, apprentices, and students exploring new pathways. Their job is to help each person understand their strengths, clarify their goals, and navigate the maze of options that follow college life.

They run one-to-one guidance sessions, deliver workshops on CV writing and interview skills, and organise employer visits, careers fairs, and apprenticeship talks. They stay up to date with university admissions, local labour-market trends, and emerging industries so they can offer grounded, realistic advice. Much of their work involves building confidence: helping a student who doubts they're "good enough" for university, or supporting someone who wants to switch courses but fears starting again.

The advisor collaborates closely with tutors, safeguarding teams, and external partners to ensure students—especially those facing barriers—get the support they need. Their office becomes a hub of possibility: prospectuses stacked high, apprenticeship posters on the wall, and a steady stream of students seeking clarity about their next step.

At its core, the role is about empowerment. The careers advisor helps students imagine futures they didn't know were available and gives them the tools to pursue them.

If you want, I can turn this into a character profile, a scene, or even a storyline centred around a college careers advisor.

Hobbies & Interests are also very important on your CV. Probably more important than you realise.

You may be shocked at the way recruiters look at your Hobbies & Interests. You may just think it is 'Just playing football' or 'Only spending time with friends'. The way recruiters will break it down, is into skills you will be developing whilst undertaking your hobbies & interests.

Such as Building Relationships, Teamwork & Communication.

DON'T ADD REFERENCES TO YOUR CV.
Simply leave it as 'Available upon request'.

ANY QUESTIONS?

THANK YOU, THE ACE TEAM