

CV Guide

Stand Out & Get Noticed

Your CV is your first chance to impress an employer. It highlights your skills, experience, and why you are right for the job.

Employers often spend only a few seconds scanning a CV, so it must be clear, relevant, and tailored.

Tailoring is Essential - One CV does NOT fit all jobs

- Always tailor your CV to the role
- Match your skills to the job description
- Use examples to prove your abilities



What to Include in Your CV

Contact Details

- Name
- Phone number
- Professional email

Personal Profile

- Who you are
 - Your main strengths
 - What job you are looking for
- Tailor this to each role**

Education

- School/college
- Qualifications and grades

Key Skills

List 5–8 relevant skills:

- Communication
- Teamwork
- Organisation
- Problem solving

Experience

Include:

- Job title or placement
- Organisation
- Key responsibilities



Focus on what is relevant to the job

Use skills mentioned in the job advert



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How to Tailor Your CV

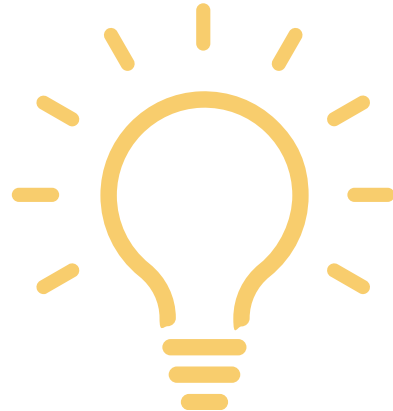
1. Read the Job Description Carefully

Look for:

- Skills required
- Keywords used
- Main responsibilities

2. Match Your CV to the Role

- Highlight relevant experience
- Move important information to the top
- Use similar wording to the advert



3. Show Evidence

Avoid listing skills without proof.

Example:

- “**Good teamwork skills**”
- “**Worked as part of a team to complete group tasks and meet deadlines**”

Tips

- Keep your CV to 1-2 pages
- Tailor it for every job
- Keep formatting simple
- Check spelling and grammar
- Save and send as a PDF

Tailoring your CV isn't just about changing a few words, it's about **making your application clearly match what the employer needs.**

Focus on What the Employer Wants Most

Every job advert highlights key priorities. Your job is to spot these and respond directly. Ask yourself:

- What skills are mentioned more than once?
- What kind of person are they looking for?
- What tasks will I actually be doing?

Then make sure your CV reflects those exact priorities first.

Mirror the Language without copying employers and AI systems

- If a job says “**customer service**”
use that phrase
- If it says “**team environment**”
reflect that wording

This helps your CV feel like a strong match without copying directly.



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Simplified CV Example

JORDAN BENNETT

☎ 07123 456789

✉ jordanbennett@email.com

ABOUT ME

Motivated and reliable individual with strong communication and teamwork skills, seeking an opportunity in a retail environment. Eager to learn, provide excellent customer service, and contribute positively to a team.

EDUCATION

City Sixth Form College | 2024–Present

A Levels:

- Business Studies (Predicted B)
- Psychology (Predicted B)
- English Language (Predicted C)

Local High School | 2019–2024

GCSEs:

- English – Grade 5
- Maths – Grade 4
- Science – Grade 4
- Other subjects including IT and PE

WORK EXPERIENCE

Local Shop | 2023

Retail Assistant (Work Experience)

- Assisted customers with queries and provided helpful service
- Maintained stock and organised displays
- Worked as part of a team during busy periods

Community Centre | 2022–2023

Volunteer – Community Events

- Supported event set up and organisation
- Engaged with visitors and answered questions
- Built confidence communicating with the public

SKILLS

- **Customer Service:** Provided friendly support to customers, answering queries and ensuring a positive experience
- **Teamwork:** Worked effectively with others to complete tasks and support team members during busy periods
- **Organisation:** Kept work areas tidy and organised, ensuring an efficient environment

HOBBIES/INTERESTS

- Tennis
- Football
- Photography
- Cooking
- Reading