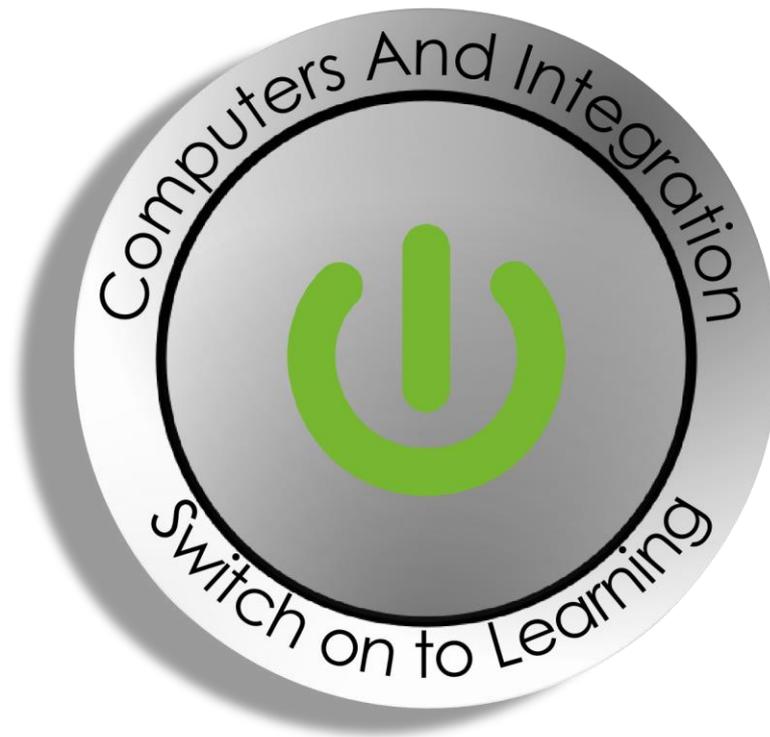


How to write a CV and look for work

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Preface

Creating a CV is a good first step when looking for work. Most recruiters request a CV. But even if they don't, creating a CV makes you think about what your skills are and what experiences you bring to bear. So, creating a CV when looking for work is a must. Note that you can also upload your CV to recruitment sites and allow recruiters to come to you.

Creating a CV

Guideline 1 – Clearly put your name at the top and centre align it.

Guideline 2 – Add your contact information. For example, put your address and phone numbers under your name (including your mobile phone number). Also, include your e-mail address.

Guideline 3 – Create a heading called “Personal Details”. Under this heading, write a statement that highlights your key skills and experiences. Think about how you've added value to organisations you have volunteered with. Note that if you're out of work, doing voluntary work can really add value to your CV.

Guideline 4 – Create a heading called “Skills”. Under this heading, use bullet points to highlight your key skills. Try and focus on transferable skills – the skills you've gained that will add value to other organisations. For example, if you've got strong IT skills, mention it here. Most organisations look for staff that can proficiently use Microsoft Office. Also, if you've got a driving licence, mention it here along with how many years you've held it. The ability to drive can be an added benefit.

Guideline 5 – Create a heading called “Education and Qualifications”. Under this heading, state your most recent, or important, qualifications, such as diplomas and degrees. Also, give the names of the educational institutions you've attended along with the years spent at them. Also, give the results of your qualifications. For example, if you got a 2:1 at University, mention it here. Or if you passed an HND at College, mention that you passed.

Guideline 6 – Create a heading called “Work Experience”. Under this heading, give the names of companies and organisations you’ve worked for and how long for. If you have never worked, state what experiences you’ve gained volunteering.

Looking for work

If you’re out of work and want to work, there are a number of websites that can help you find a job.

You will likely find the following websites useful:

- [Gov.uk’s Universal Jobmatch job search](#)
- [Indeed.co.uk](#)
- [Jobs in Scotland.com](#)