**Creating your own CV**

A curriculum vitae (CV) is a tool used to get you an interview. In education this is sometimes for internal purposes or for inspection to give someone outside the college an impression of the calibre of staff employed in an organisation. Most colleges will ask you to complete an application form, but, it is always useful to have an up-to-date CV available.

There are many different versions available. Below are some recommendations and an example.

Very often when submitting a CV you may also be required to attach a covering letter. In your covering letter you need to explain why you want the advertised job and, in very general terms, what you can offer the organisation.

**Curriculum Vitae**

*Name*

*Address*

*Contact telephone numbers*

*Profile*

This section is about your skills and qualities. It gives a picture of the whole person – what you can offer an employer and bring to an organisation which might not show through the range of qualifications and jobs you have had. This might include comments like: effective team worker; experienced at taking the lead; good sense of humour; enthusiastic; energetic; good project manager; creative; methodical; good communicator; experienced at working to tight deadlines; experienced at phone work, etc.

Don’t just list these, but put them in context; for example, in my role as curriculum manager, I worked in many different teams, leading workshops on how to incorporate skills development into mainstream teaching. In my role as site manager I helped train a team of new staff and made sure they understood Health and Safety regulations.

*Employment history*

List the jobs you have held, making sure to indicate responsibilities.

*Education*

List here all qualifications you have achieved, and when – list them with the most recent first and give the level held. For example:

BTEC Preparing to Teach 2006

BA Hons in Art and Design 2002 – 2005

5 GCSEs 1999

*Interests and activities*

Include here areas of your life that reflect what you do and what might be relevant to the post you are applying for.

*References*

List at least two people here, preferably those who know you at work.

**An example of a CV**

**Fiona Black**

**Profile** Motivated, ambitious and enthusiastic

Excellent communication, organisation and prioritising skills

Ability to work individually or as part of a team

Numerate with good analytical skills

Ability to assimilate and utilise new skills rapidly and effectively

**Employment History**

***Assistant Qualification Leader Par Excellence February 2005–Present***

***and Project Development Manager***

My role in the Qualification Development Division, dealing specifically with the Art and Design sector, has involved:

* providing strategic direction for the Art and Design qualification portfolio which includes General Qualifications, BTEC Qualifications and NVQs
* managing the redevelopment of qualifications such as the BTEC Firsts in Art and Design, the GCE in Art and Design and the BTEC Nationals in Art and Design
* producing Tutor Support Materials, such as CD-ROMS, for the GCE in Applied Art and Design and the GCSE in Art and Design
* contributing to the BTEC Oncourse project producing online support materials
* setting and managing project budgets and working to and meeting agreed deadlines
* liaising and negotiating with internal and external stakeholders
* representing Par Excellence at conferences, such as the Creative Cultural Skills Sector Skills Council event at The Globe this year
* working effectively with Sector Skills Councils and QCA, and with GQ Assessment, BTEC Quality Operations, Marketing and Professional Development and Training
* providing subject and sector specific expertise when working on cross-departmental projects, and when dealing directly with customers

In addition to my main job role, I am also joint Project Development Manager for the BTEC Firsts and Nationals. This is a cross-departmental role, which has involved:

* managing the overall development of the entire suite of Par Excellence BTEC Firsts and Nationals (39 qualifications)
* providing support and guidance to Qualification Development colleagues
* liaising and negotiating with internal colleagues from Research, Development and Implementation, Commercial Services and BTEC Quality Operations
* contributing to cross-company projects led by internal colleagues, such as Par Excellence Learning
* writing and editing a cross-departmental newsletter

***Project Co-ordinator******Par Excellence August 2000–February 2005***

My role, in which I dealt specifically with the Art and Design sector, involved:

* managing the re-accreditation of five Higher Nationals in the Art and Design area. I ran consultation meetings with colleges and Sector Skills Councils, edited the specifications and negotiated with the Qualifications and Curriculum Authority (QCA)
* managing Assessment Associates (AAs) assigned to projects within the Art and Design team. For example the production of tutor support materials and materials for Professional Development and Training events
* writing, proofreading, editing and formatting materials for GCSE, GCE, BTEC and GNVQ qualifications, including course specifications, tutor support materials and assessment materials
* responding to queries from professional bodies, centres and students regarding all aspects of the Par Excellence Art and Design suite of qualifications
* a cross-team function as assignor for Heat in the Arts and Humanities Team. This involved monitoring and managing the queries received by the Arts and Humanities team, and liaising with Customer Services
* planning the national programme of Professional Development and Training events, managing the production of the training packs and recruiting trainers

**Contact information**

**Address** Flat 54 **Phone** 007007007 (mobile)

35 Johns St **Email** fbc@gobblygook.com

London W9

**Education**

***The University of Durham 1996–1999***

BA (Hons) English Literature, Classification 2:1

Final year specialising in the American Novel

***Beatrix Potters School, Spring Green, Birmingham* *1989–1996***

3 A levels:English Literature (A), History (B), Geography (C)

9 GCSEs: 8 at Grade A\*/C, including Maths and English

**IT skills**

* Proficient with Word, Outlook, Excel and PowerPoint
* Use of internal applications

**Interests and activities**

* I am a passionate reader and enjoy classic and contemporary literature as well as drama and poetry
* I play beach volleyball
* I enjoy attending the theatre and live music performances; for example I have recently seen ‘Fool for Love’ by Sam Shepard and I’m travelling to Berlin to see Pearl Jam in September.

**References**

|  |  |
| --- | --- |
| James Brown | Susan Johnson |
| Sector Manager | Head of Strategic Management |
| Par Excellence | Par Excellence |
| 62 High Street | 62 High Street |
| London | London |
| OC2 6QA | OC2 6QA |
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