



What is a CV?

Your guide to writing your first CV

All ages | Jobs, apprenticeships and volunteering

? What is a CV?

A CV (curriculum vitae) is a short document that tells an employer who you are, what you can do and how to contact you. For a first job, one page is enough.



What goes on a CV

- Your name and contact details: phone, email, and your town or area
- A short personal profile of 2 to 4 sentences about you
- Your skills and qualities, such as being reliable, friendly or good with money
- School or college, and your qualifications (including ones you are working towards)
- Work experience, volunteering or part-time jobs
- Achievements and interests
- References, or "References available on request"



What you don't need

- A photo
- Your date of birth or age
- Your full home address
- Your National Insurance number
- Details of a disability or health condition, unless you choose to share them



Top tips

- Keep sentences short and clear
- Use a sensible email address, ideally your name
- Change your CV a little for each job, so it matches what they ask for
- Ask a teacher or family member to check the spelling
- Save it as a PDF before you send it



Make one now

Use the free [TAGS IAG CV Builder](#). It asks simple questions one at a time and makes a print-ready CV.

Where next? [CV Builder](#) • [Writing a cover letter](#) • [Job search tips](#) — www.tags.careers/guides.html