

# CV Working Paper

Use this form in conjunction with the notes in Step 2 “Your Personal Sales Tool Kit” to prepare your CV.

<b>Personal details</b>

<b>Educational records</b> School, college, university – dates attended; examinations levels and passes; special-interest items

<b>Work records</b> Include vocational work (group repeated jobs together); voluntary or social activities

**Special skills**

Skills and aptitudes that you have developed, including any which may have relevance to the work environment, such as computer literacy (giving an indication of the level of your ability)

**Other interests**

Hobbies, interests, pastimes etc. especially if they involve social or community activities. Highlight any which show you taking responsibility

**Profile**

The aim is to describe yourself in a punchy, positive, factual manner – highlight areas of strength (refer to your Self Audit form). This important part of your CV is aimed at “grabbing” the interviewer’s attention. The positive descriptions in the Key Words lists in Step 2 (page 13) may be of some help.