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# CV Content and Structure

Your CV is probably the most important tool during your job hunt.

Your CV dictates if you are invited to interview, so it must be able to sell your **skills, experience** and **motivation.**



# CV Presentation

The logo for Centre Point, featuring the words "centre" and "point" stacked vertically in a white, lowercase, sans-serif font, centered within a solid orange circle.

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## Do

- **Keep it to 2 pages**
- **Ensure it's easy to read.** Use standard font, size (11 or 12), headings, bullet points and short sentences
- **Be consistent** with formatting, font and headings
- Put most relevant or impressive credentials first
- **Order Career History from most recent to least**
- Check **spelling & grammar**

## Dont

- **Use any crazy fonts, colours, lines, features or formatting**
- **Include details of fails or bad grades.** If you didn't achieve good grades at school, do not lie, but can you summarise?  
example - 3 GCSEs including English
- Use a wacky email address. Create a new email address if you need to

# CV Structure

## Contact Details Personal Profile

## Key Skills

## Education

## Career History

## Relevant Training Hobbies/Interests

- Include name, mobile number, email address and location
- Give an overview of your **most relevant** experience, skills, motivation and career goals. You want the employer to keep reading!
- Highlight the relevant key skills with bullet points. This section gives you another opportunity to demonstrate you have the skills the employer is looking for
- Include date, level, subject, grade, school and extra-curricular achievements
- Order from most recent to least recent experience. Let employers know what experience you have that is most relevant for the job. Include your responsibilities, achievements and think about the skills and competencies you are demonstrating
- What training courses have you completed that are relevant?
- What hobbies and interests will be most relevant for this job?

# Contact Details



**Benjamin Reynolds**

07922 345786

b.reynolds0615@gmail.com

London, UK



- ✓ Put contact details at the top of the page, centred
- ✓ Only include basic location information, ie town or first part of post code
- ✓ Remember to check emails (inc junk folder), voicemails and missed calls regularly. Enable notifications so you are less likely to miss a response from an employer

# Personal Profile

I am a hardworking person with good communication skills and experience in hospitality. I enjoy working in a team and am looking for a role in hospitality, ideally with a luxury brand. I am active and fit and enjoy working in a busy environment. I enjoy delivering high quality customer service. My customers say they enjoy interacting with me and I enjoy getting to know them so I can offer a personalised service.

- ✔ Summarise your most relevant experience, skills & strengths
- ✔ Let the employer know you are interested in their sector
- ✔ Share your career goals

# What's a Competency?



A competency  
is a strength!  
Here's some  
examples



Self-motivated

**Punctual**

**Honest**

Ambitious

**Friendly**

Trustworthy

Enthusiastic

**Good attention to detail**

Collaborative

**Hardworking**

Focused

**Reliable**

**Calm**

**Consistent**

# Education

***September 2015 - May 2021    Dixons Allerton Academy    Bradford***

- 3 GCSEs including English. Subjects studied - Computer Science, Design & Technology, Drama, Geography, Maths, Physical Education, Science
- Member of school football team for five years. I never missed a game and we won the Summer Tournament three times
- Workshop Monitor, Design & Technology, helping Year 7 students

- ✓ Include dates, level, subject, grade, academic institution and location
- ✓ Summarise grades if you did not receive many passes
- ✓ Include extra-curricular achievements. By including their role as Kitchen Monitor this person is demonstrating they were given a position of responsibility and trust





# Career History

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**May 2020 - Dec 2020      Mo's Cafe      Bradford**

## **Waiting Staff**

Waiter in a busy cafe in the centre of Bradford employing 12 people. Responsibilities included serving customers, ensuring food presentation was of a high standard, taking cash & card payments and cleaning. I built good relationships with all customers. I enrolled on a customer service training course because I wanted to give our customers the very best experience.

- ✔ Include something memorable or impressive about the organisation
- ✔ Provide detail of the scale you worked at, ie 12 employees
- ✔ Include responsibilities, achievements and think about the competencies you want to demonstrate



# Relevant Training

- Communications, Teamwork and Leadership, CPD UK (Alison) 2023
- Diploma in Customer Service, CPD UK (Alison) 2023
- Get, Set, Go Work Experience Programme, Hospitality, Centrepont, 2022
- Level 2 Food Safety Certificate, Food Safety at Work, 2021
- Award in Employability Skills, Centrepont, 2021
- Introduction to First Aid in Football, Football Association, 2019

- ✔ Include training that is relevant to the job or industry
- ✔ Include course, level, awarding body and year completed
- ✔ If you did a course that is very relevant to the job you are applying for, you may want to give more detail and take the opportunity to use the key words in the Job Description



# Hobbies & Interests

I have played football for more than 12 years. I played for same Saturday team from age 13-18. I love music and help my musician friends make music videos that are shared on social media. Successful video editing requires patience and a high attention to detail.

- ✔ Include hobbies/interests that showcase the skills the employer is looking for. In this example, the applicant has used their football experience to demonstrate commitment, team work and relationship building
- ✔ In the music example, the applicant is demonstrating their attention to detail and patience



# CV Resources



**Relatable CV  
Examples**



**From Stand Out CV  
10 minute watch**



**Follow Centrepont Works on  
TikTok @nononsensecareers  
for more tips**



For more information contact

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