

Our Top Tips for Writing a CV for your ASYE

We know that there are many ways to create a CV so we've put together this short guide to help you put together your CV and give you the best chance of being shortlisted!

When writing a CV, you should create clear sections based on

About me

Work Experience

Placements

Education and
Training

References

with clear and concise information that is relevant to the job that you are applying for.

We wish you the best of luck in your application and look forward to receiving your details soon!

Tip: Make sure your contact details are correct! Don't add your age, nationality, date of birth or marital status – these are not required.

Tip: It's important to put your location as it lets us know that you live a manageable distance away or if you would be needing to relocate.

James Bond

Email: jbond@gmail.com | Phone: 00700700700 | Location: London

About me

Giving a quick synopsis of your work history and studies as well as your motivation to become a Social Worker is a great way to get to know more about you. Use this as a chance to sell yourself!

Having the ability to travel independently is essential to the role, so it's useful to confirm what your transport method is (driving licence with access to a car, as an example).

Work Experience

Spy at The Secret Intelligence Service
2007 – Present

It's important to be clear about your experience. Provide some details on what have you achieved, what teams have you worked in, highlight any transferrable skills and relevant accomplishments you feel will help reflect your ability.

Rather than putting a full job description, what will set you out from other candidates is evidencing that you go above and beyond and take on additional roles or tasks such as being the lead for something on the team, facilitating training, etc.

Jobs not relevant to Social Work should be captured in a group, but you should mention specific details of roles if there is evidence of transferrable skills.

Tip: If you've had any gaps in employment it's worth putting them in this section. You don't have to go into too much detail.

Tip: This is where you would also put details of any volunteer work you have done or are currently doing.

Tip: Avoid the use of acronyms! They can mean different things at different authorities, so be clear on the specifics.

Tip: Your work and education history should appear in reverse chronological order (most recent first) for easy reading.

Placements

Student Spy at The Secret Intelligence Service
2006 – 2007

It's great if you can add in details about the placements you completed within your studies! Give us an idea about the type of team you worked in, what the function was, what your day-to-day responsibilities were. Did you experience any unexpected challenges?

Education and Training

Bachelors Degree in Spy-ing – The Spy University (2007-2011)
Diploma of Higher Education in Spy Basics – Spy School (2000-2007)

It's important to include all of your education history and make reference to any relevant training you have completed.

References

If you are successful after interview we will request the details of 2 references. One must be a representative from your university (a tutor, for example) and the other should be a manager at one of your placements. You should be clear on when you worked or studied with these people so we can match it up with the employment history, and we will need the email address and direct phone number too.

Do:

- Use a clear font and consistent text size. Using Arial, Times New Roman or Calibri are ideal. The body of the CV should be size 10-12 with headings size 14-18.
- Get someone to proofread your CV! You don't want there to be any mistakes.
- Take care with the formatting – make sure spacing is consistent.
- Keep it concise – try not to ramble on too much, stick to clear bullet points if that is easier.

Don't:

- Include too much! Your CV should be a checklist of your accomplishments. Try to avoid going over 2 pages of A4 if you can.
- Use generic language – try to be specific.
- Fabricate your experience – this just won't help in the long run.
- Include a selfie – while it's lovely to see a smiling face, we have processes in place to avoid unconscious bias in recruitment.