Your first CV: start here

A CV, a shop's online form, an apprenticeship application and UCAS all want much the same evidence. This sheet's where you get it down, and it stays with you, because nobody collects it or reads it out.

1. The messy list (10 minutes)

The last two years. No sorting, no deciding what counts.

What do you turn up to every week?

What have you made, fixed or organised?

What has someone trusted you with, even once, like a cash tin, a set of keys or a younger kid for the afternoon?

Year 10 work experience, placements, college work with a deadline?

2. How do you know? (8 minutes)

“I'm reliable” is a claim. “Helped coach the under-9s every Saturday in the season for two years, and missed two” is a line someone could check. Yours needs a number, a length of time or a named thing.

My line:

3. One answer (6 minutes). Pick one.

Part-time job: the few lines at the top of a CV. What you're after, what you've done about it, when you can work.

Apprenticeship: What skills do you have?

UCAS: What else have you done to prepare outside of education, and why are these experiences useful?

4. Tonight

Find one advert you'd apply for. Who's it with, and does it want a CV?

The full guide, with a complete example CV: **unisorted.co.uk/preparing/first-cv**