

How to Write Your First CV Using Microsoft Word

This guide will help you create your very first CV (Curriculum Vitae) using Microsoft Word. Your CV is a document that shows your skills, education, and experiences to employers.

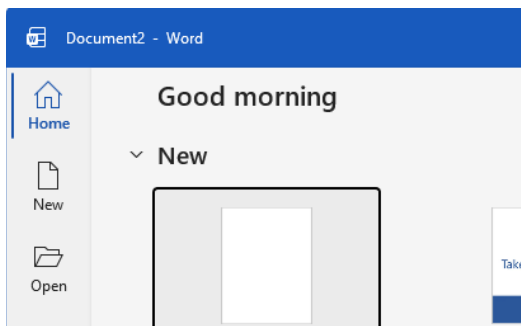
Step 1: Open Microsoft Word

Open Microsoft Word on your computer. When it opens, you will see a start screen.



Step 2: Go to Templates

Click on 'New' from the menu. This will show a range of templates you can use.



Step 3: Search for a CV Template

In the search bar, type 'CV' or 'Resume' and press Enter. Choose a design you like.



Step 4: Fill in Your Information

Replace the example text with your own details:

- Name and contact details
- Personal statement (a short introduction about you)
- Education (your school and subjects)
- Skills (e.g. teamwork, communication)
- Experience (e.g. volunteering, helping at home, clubs)

You can get more advice and guidance on what to write here:

<https://www.kingstrust.org.uk/how-we-can-help/tools-resources/finding-job/how-to-create-cv>

Top Tips for a Great CV

- Keep it to one page
- Use simple, clear language
- Check spelling and grammar
- Be honest
- Ask a teacher or parent to review it