

CV Guide for Yr 10 & 11 Students

Personal Information Your Name

Your Address
Your Phone No.
Your Email Address

Profile

If an employer has 200 CVs and only 1 hour to review them, this will be the **ONLY** bit they will read. It is important! Profile is a short summary of the sort of person you are *in the context of a job*. Include the main skills and experience you can offer and what you would like to do next or in the future. Ask friends, teachers or a career adviser to help you identify your skills.

Key Skills OR Skills Profile

Key Skills: Use this section to bullet point the most important skills that you have - target these to the job for which you are applying.

Skills Profile: If you have little or no work experience you can use this section to highlight skills you have developed in other ways, for example in clubs, in teams, in school or in your community.

Employment History / Work History

Include: Voluntary Work, Part Time Work, Unpaid Work, Any work that you have done that demonstrates your skills, capabilities and experience. Give details of the jobs you have had: employer name, job title and dates. Give detail about the things you did in that job, the skills you used & key achievements. Consider the type of jobs you are aiming for and focus on how your experience matches those jobs.

Education and Qualifications

Detail the qualifications you're doing in school, with predicted grades. List any qualifications or training you have done out of school and indicate where and when you did them.

Interests and Achievements

Include what you do in your spare time as it will say a lot about you – i.e. you could be highly active and enjoy sports, you may like to read and this will increase your knowledge. It may be useful to avoid putting socialising - use 'spending time with family and friends' instead.

9 Tips for a great CV

1. **Imagine yourself as the employer.** What would you like to see in a future employee?
2. **Your CV reflects you** – if it is ripped or scruffy what does that say to the employer?
3. **Make your CV easy to read** – it will stand out to the employer
4. **How will your CV look compared to others?** Ask a professional to check your CV
5. **Adapt your CV for different jobs** – show you understand the skills for different jobs
6. **Make your CV one or two A4 pages maximum**
7. **Use the format on the next page** - It is tried and tested
8. **Good spelling and grammar are CRITICAL** – the employer will notice so get your CV checked.
9. **Never lie on your CV**

CV EXAMPLE

Jack Armstrong

58 The High Street, Chadderton, OL9 0BN

Tel: 01234 978654

Email: jackarmstrong@anothermail.co.uk

Profile

Energetic and intelligent school leaver looking for a part time job in retail. I have experience of working at ClothesRus on the shop floor, dealing with customers, managing stock, organising displays and working with the manager to improve sales. I am interested in high street and designer fashion; in the future I would like to work within the fashion industry as a buyer. My skills also include good timekeeping, being able to adapt to new situations and being a confident verbal and written communicator.

Key Skills

- Friendly & approachable
- Experienced in sales, stock and displays
- Good IT skills
- Able to work a till
- Able to work well with all people in a team

OR Skills Profile

Ability to Work Under Pressure – I am studying ten GCSEs, work as a volunteer on a Saturday and coach football, so I have developed my skills in working under pressure with many different demands.

Well Organised – In my spare time coach my local under 12 football team. Before each training session I plan training drills and make sure the necessary equipment will be available. Keeping the children occupied and interested has helped me to develop excellent organisational skills.

Team Work – In Health & Social Care we work in groups to prepare presentations. I always contribute to the group discussions and I always include other people's views and ideas. I think good team work needs good communication so team members know what they are meant to do and can cope with the workload.

Work History

ClothesRus

Sales Assistant

June 2013 – June 2014

In this Saturday job I help the sales team to serve customers, deal with complaints, use the till for sales and refunds, maintain high standards on the shop floor, boost sales and undertake stock checks.

Jo and Jackie Smith

Babysitter

January 2014 – present

As a babysitter I look after two children aged 7 and 12, making sure they are given tea, put to bed on time and safe. The role also includes reading them stories, playing games to educate them and helping them with homework. It is a job that requires a high level of responsibility and decision-making.

Education

North Chadderton School

2012 – 2017

GCSE: Predicted C grades: Maths, English, Science, Food Technology, Media Studies, Art

Interests & Achievements: In school I lead a debating society. I enjoy reading and also love to attend fashion events, as fashion is my main interest out of school.

References: Available on Request

How to create your CV

Use the following two pages to identify your skills, qualities and experience, so you can write your own CV. Remember, you are an individual and you will have to speak to employers about yourself, so don't just write what your friend writes!

I am:			
Friendly		Flexible	
Honest		Versatile	
Confident		Committed	
Energetic		Mature	
Caring		Decisive	
Fit		Dynamic	
Adaptable		Willing to learn	
Thorough		Articulate	
Adventurous		Punctual	
Resourceful		Helpful	
Enthusiastic		Hard-working	
Compassionate		Organised	
Innovative		Trustworthy	
		Kind	
		Creative	
		Imaginative	
		Diplomatic	
		Professional	
		Quick thinking	
		Calm	
		Analytical	
		Reliable	
		Open-minded	
		Self-motivated	
		Proactive	
		Capable	

My Skills / Skills Profile:		
Communication	Example:	
Leadership	Example:	
Negotiation	Example:	
Teamwork	Example:	
Problem Solving	Example:	
Presenting Written Information	Example:	
Helping Others	Example:	
Learning New Things Quickly	Example:	
Listening	Example:	
Other:	Example:	

What can you do?

If *you* don't know what you can and can't do, then how will an employer know whether to employ you? Use this page to see what other things you could learn to be more employable now and in the future.

I am able to:	Tick	I am able to:	Tick
Explain things to people		Use MS applications	
Deal with enquiries		Use phone systems	
Organise people		Use a till	
Put people at ease		Learn new IT applications quickly	
Sell products		Teach people things	
Motivate others		Learn new skills quickly	
Support others		Be creative to solve problems	
Managing others		Maintain equipment or machinery	
Working effectively in a team		Fix things	
Organise my own work		Undertake physical work	
Work well under pressure		Using hand tools	
Speak on the phone to customers		Do a job well from beginning to end	
Deal with customer complaints		Work with minimal supervision	
Work well with children		Work with others	
Co-operate with others		Adapt to new work tasks quickly	

I am able to:	Tick	I am able to:	Tick
Come up with new ideas		Keep accurate records	
Evaluate different ideas		Work accurately	
Think of improvements		Use numbers accurately	
Plan ahead and set goals		Work out costs and budgets	
Develop other people's ideas		Check information for accuracy	
Use theory to improve systems		Write letters, memos and reports	
Work out how to deal with things that have gone wrong		Organise paperwork systems	
Develop projects and ideas		Organise information	
Provide information in writing		Research & present information	
Create presentations on Powerpoint		Present my work to groups of people	
Pay attention to detail		Make good decisions	

Need more help?

Ask a friend, teacher or career adviser for help.