**How to complete a CV**

A CV, short for Curriculum Vitae’ is a formal document, which provides more information than a personal statement. A CV can be requested by an employer, college or apprenticeship provider so they can find out more about you. Therefore, it is important a CV is precise and free of any spelling or grammatical errors. Try and keep your CV simple and professional. Steer clear of using colours or unusual fonts, suggested fonts for CV’s are arial or calibri. A CV is a working document, this means it can be added to at any time with any qualifications or experience you may go on to obtain.

There are lots of examples of good CV’s online, below are a few websites to get you started.

* https://barclayslifeskills.com/i-want-help-applying-for-jobs/school/cv-builder
* <https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/example-cvs>
* <https://www.studentjob.co.uk/application-tips/cv-example>

**Information that needs to feature on your CV**

The headings found in red in this section are the headings that need to feature on your CV. The information given on your CV will help the person reading it to build up a picture of you as a person and employee.

**Contact Details:**

* First Name and Surname
* Address
* Phone Number
* Email Address (ensure this is appropriate)

**Personal profile**

This section is where you give an employer a first impression of you! Therefore, it is important to introduce yourself and talk about your personal strengths and skills, your immediate goals and for the future. Discuss your favourite subjects at school and where applicable relate this to the job you are applying for.

**For example:** I am a year 11 student at The Corbet School and enjoy English and Art. My ambition is to become an Art teacher, therefore in my spare time I volunteer with my local Art club. This has allowed me to gain confidence in dealing with others and work on my mentoring skills. I am a hardworking individual who wants to achieve their set goals.

**Education History**

Write what school you attend and the dates of attendance and list all your GCSE’s, if you are composing your CV prior to taking your exams put your target grades and indicate this (as shown below)

**Example:**

|  |  |  |
| --- | --- | --- |
| Establishment | Subject | Grade |

The Corbet School (2015-2020) Maths Grade 6 (target grade)

**Work Experience/ Employment History**

This is a section you will continually update during your working life. However for the purpose of this exercise and your first CV, list any work experience you may have and relate any key skills required for the job/ college course you are applying for to those roles for example:

**Perfect Pizza, Shrewsbury**

**May 2018-Present**

**Waiting Staff**

* Worked as part of a team to ensure all food and drink orders were delivered promptly and accurately to the right customers
* Arrived at work on time and consistently worked with a professional appearance and attitude

If you do not have any prior work experience (this year with the restrictions in place some of you may not have) you could talk about the work experience you would like to carry out in the future and why.

**Achievements**

This section is where you can make your CV standout from other applicants. So take this opportunity to champion you! talk about any sporting, academic or other achievements you possess, such as, an award in DofE, first aid qualification, being nominated player of the year at a local football club, or coming first at a dance competition. Also mention whether you had any positions of responsibility in or out of school such as subject ambassador, year 7 mentor, scout leader.

**Example**: I have competed in several Art and Photography competitions and recently won first place in a local photography competition. I was also chosen to be Art Ambassador at school. In 2018 I took park in the Shrewsbury half marathon and plan to race again next year to beat my personal best. I have also completed my bronze DofE and First Aid at Work qualification.

**Hobbies**

Briefly discuss your hobbies and what you like to do in your spare, this allows your potential employer to get to know more about you.

**Example:** I like to go out walking, this helps me with my fitness and allows me to build on my photography skills. In my spare time I also like listening to music and going to music concerts.

**Final thing to remember……………………………………………………………**

Double check your spelling and grammar and where possible ask someone to proof read your CV. Mrs Smith is always available to do this for you during your time at school.

Your CV should where possible should fit on at the very maximum two pages, so keep information concise and honest, yes highlight your achievements and strengths but do not elaborate them. Remember to make your CV stand out for all the right reasons.

Please find below a blank CV for you to try out your new CV Skills!

**NAME:**

**ADDRESS:**

**TELEPHONE: Email:**

* **Personal Profile**

|  |  |
| --- | --- |
| Establishment | Grades |
|  |  |

* **Education**
* **Work Experience/ Employment History**
* **Achievements**
* **Hobbies**