**CV Framework – use the headings below and format your CV to stand out and represent you**

**Name**

**Home address including postcode
 –** if sharing your CV online, just put town and county instead of full address, EG Tonbridge, Kent

**Home Telephone number**

**Mobile Telephone Number**

**Email Address –** make sure this is a sensible email address that you can access

**Personal Profile**

This is your moment to really sell yourself! This is the opportunity for you to explain who you are, what you do and perhaps most importantly what you want to be doing as a career. It’s not a space you add strung out sentences to in order to complete your CV. It is the place where you give a potential employer a good idea about the kind of individual you are. A good personal profile will encourage employer to read the rest of your CV. Consider this section like the cover of a book or the trailer for a film. Write **a** good size paragraphusing **approximately 5 or 6 full sentences** about yourself in terms of your personal attributes. Personal attributes are characteristics such as:

|  |  |  |
| --- | --- | --- |
| * Hard working
* Enthusiastic
* Team player
* Common Sense
* Initiative
* Reliable
* Organised
* Problem Solver
 | * Healthy
* Caring
* Friendly
* Good sense of humour
* Commitment
* Flexible
* Motivated
* Ability to adapt
 | * Honest
* Ambitious
* Outgoing
* Responsible
* Supportive
* Ambitious
* Determined
* Good interpersonal skills
 |

**Education:**

Name and Address of School (the most recent one first)

Dates Attended EG. (September 2014 - July 2019)

Type of exam i.e. GCSE/BTEC Subject Predicted/achieved (if achieved put date) Grade

Write your grades or predicted grades – **1** **subject per line.** Put English, maths and science first and break down English into language and literature. The dates of achievement can be found on your exam certificates.

**IF you do not have qualification results yet, put CURRENTLY STUDYING and list your subjects.**

**Employment History/Work Experience**

Have you completed work experience in school? Do you have a part time or weekend job? These things really do count! Think about what you had to do, what did it involve? If you are making the effort and learning from it, detail it. What did you gain from it? Don’t forget babysitting if you have done any.

 It really doesn’t matter whether your work experience is related in any way to your career of choice. Employers won’t be buying into you for the work you’ve done, instead they’ll be buying into you for the enthusiasm, drive and attitude you demonstrate having made the effort.

So what did you do? What demands did it put on you? What did you learn?

Detail any work experience starting with paid work first (most recent first), voluntary/unpaid work next. Put name and location of company worked for and dates you started and finished. Include a couple of sentences about what the work involved/s that highlights your skills and attributes.

**Key Skills & Achievements**

This can be anything where you can show you have done well. That can be in sport, art, music, drama. It can be in academic studies or it can be in charitable work. If you have a part time or weekend job, you may have been given extra responsibility. Also, keep in in context. For example, you might say:  *Took part in charity concert*

But in context, it can look far better: *Chosen to represent my school at a charity concert, playing in front of 600 people and helping to raise money for a local children’s charity*

Give details of any skills gained. Skills can include things like using a photocopier, using a digital camera, ICT skills, typing speed, use of specific tools/equipment, first aid training, driving license, communication skills, cookery, customer service skills etc. and anything else that is relevant to the role you are applying for.

Talk about any achievements – this can include awards but also scenario’s to show how you have dealt with a situation.

EG. Climbing Mount Snowdon, reaching the summit and working as a team to support and encourage each other

**Hobbies and Interests** – write a paragraph detailing sports, clubs, religion, social networking, reading, gardening, gaming, cooking etc.

This isn’t just putting down bullet points about how you spend your spare time. It’s about documenting what you do, the effort you put in and where that effort has got you. So whether you spend 2 nights a week doing boxing or ballet, both of those things take a huge effort. Turning up for training for football, netball or rugby takes dedication; it’s not just about match-day results, so consider the effort you make. Likewise playing a musical instrument. Everybody likes hearing music played, though not everyone would have the dedication or commitment to learn the instrument. If you’re into drama, you’ll know that a show may only last 2 hours but the rehearsals may take weeks of work. If you have a strong interest in a particular subject, think about how you can summarise what you like about it and what you do. If you spend time helping a charity, why did you choose them and what do you do? Also, think about what you’re gaining from this, what you’re achieving and what it says about you. You might be: Creative, Dedicated, Driven, Competitive, Enthusiastic, Team player, Caring.

Whatever it is you do, whatever it is that you gain from it, make sure you get it down on your CV.

**End your CV with ‘References available on request’ and make sure you know the contact details of 2 people that have agreed to provide you with a reference**

**EG Last employer, other employer or WEX supervisor, teacher, advisor etc. Your CV should be no longer than two A4 pages. One Page is fine for a Year 11 school leaver.**