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**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**

**Jamie Jackson**

23 The High Street, Glossop, SK13 6TY

Tel: 07777 888555

Email: jamiejackson@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**

Longdendale High School 2010 – 2015

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |  |

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** |
| **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** |  |

**Stuck?**

Ask a friend, teacher or career adviser for help.