



CREATING A CV

Now that you've looked through our top tips and example CV, it is time to start thinking about the information you need include in your own CV. Even if you're not thinking of applying for a job or work experience right now, it is a great idea to have a CV ready, which you can update throughout your time in school.

To make your CV even more effective, you should tailor it for each job or work experience opportunity you apply for, based upon the skills and experience the job requires. You can use this worksheet to plan each section—then have a go at transferring it into your own new CV!

Personal Statement – A short paragraph to provide an overview of who you are and the type of work you are looking for. This is the first thing that an employer will read, so make sure you sum yourself up as a candidate for the job. It's a good idea to include who you are (e.g. a school pupil or college student), what skills you have and why you want to work in that industry.

Work Experience— A list of all your experience, which can include work experience and volunteering, (such as Girlguiding, Scouts, or school events). You should include any responsibilities from each role and the skills you developed during that time.

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Education— This section is a list of all the educational qualifications you have achieved. Include the grades you achieved, including those you have been predicted.

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Skills and Qualities— This is a good opportunity to explain and expand upon what skills you have and how you have demonstrated them in the past. Even if you don't use all of them, starting to think about examples is great for helping you prepare for an interview.

In this section, start to think about how you have demonstrated the following skills/personal attributes.

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| Communication |
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| Teamwork |
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| Problem solving |
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| Leadership |
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| Organisation |
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| Motivation |
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| Resilience |
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| Confidence |
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Hobbies and Interests— Briefly discuss any hobbies or interests that might be related to the role or demonstrate skills related to the role. E.g. Playing as part of a netball team shows teamwork.

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