

Write your full name here

**Write your
Address
Here**

Tel No:

Mob No:

Email:

Personal Profile

Your Personal Profile is a mini advert for you and should summarise your skills, qualities, achievements and aims in a few sentences.

e.g. I am a hard-working, reliable and motivated student with a strong science background. I am currently completing GCSE's in 10 subjects including Design & Technology and Business Studies and am looking to gain experience working in Design with the aim of training to become an Architect.

Main Achievements

Make a bullet point list of the main things you have achieved at school, in clubs, work experience, voluntary work, including any awards or certificates attained.

*e.g. Young Enterprise Award – 2015
Captain of school Football/Netball Team 2014-2016
Student of the Month – Science - 2016*

Skills and Qualities

*List your personal, technical and specialist skills PLUS EXAMPLES.
Don't just say "I have excellent communication skills", give the reader an idea why!*

e.g.

<i>Team Work</i>	<i>Organised a charity fashion show as part of school committee</i>
<i>Computing</i>	<i>Intermediate skills in Microsoft Office, InDesign, PHP, HTMLS</i>
<i>Communication</i>	<i>Student Voice, Prefect, House Captain, polite, speaks a language</i>
<i>Time Management</i>	<i>Getting your homework done in time, meeting deadlines, being on time</i>
<i>Attitude</i>	<i>Staying positive, using your initiative to help people when you haven't been asked, take on difficult new tasks.</i>

Education and Qualifications

Lytchett Minster School – Year 9

List Current Levels for all subjects you are studying (from most recent report)

List any other qualifications you have achieved e.g. coaching awards

Work Experience

Include your job title, company, dates from-to, list what you did and your responsibilities. Remember to include voluntary work/experience too.

e.g. Voluntary Work – Streetlight Skate Park – May 2016 - helped to issue equipment and instruct customers no how to wear safety helmets and clothing. Served customers with drinks and washed up in the café.

Babysitting, Gardening, Paper-round, Delivering Flyers, Shop work.....

Interests

Outline hobbies and interests that include clubs and societies, sports and physical activities and personal projects.

Make your activities specific and interesting. Avoid writing – Watching TV, playing my Xbox ...

References

Make sure you have contact details for two people who can provide you with a reference and state their relationship to you.

e.g. This could be a Manager at work, a Teacher, a Sports Coach, Cadet Leader

Always ask permission from that person BEFORE you enter their contact details onto your CV

If you do not have details of your References, just write “References available on request” in this section.

Hints and Tips

Work Experience:

- 1) Think about the Work Experience Placement you would like to apply to and research the organisation and the role.
What are the skills and qualifications required to obtain a job with them?
- 2) Contact your preferred “Placement” and ask if they would be prepared to take you on for WE and give them the dates in Yr 10 (Mon 27th February – Friday 3rd March 2017).

CV Writing:

- 1) Type up your CV and save it onto “My Documents” and onto a Memory Stick, so that you can update it or amend in the future.
- 2) Your CV should be no more than two sides of A4 with line spaces between the sections.
- 3) Make your CV look presentable and easy to read and print on white A4 paper.
- 4) Ask a family member or teacher to check the spellings and content before you submit your CV to Mrs Tucker.
- 5) The CV Template will be available on the VLE for you to refer to.