

# YEAR 10

## A GUIDE TO CV WRITING



**Need to write your CV, but can't decide on what to include and how it should look?**

This guide can help you to write a great CV to successfully demonstrate to your potential employer that you are the perfect candidate by showcasing all your skills, achievements and experience you have acquired so far.

# FILLING IN YOUR CV

## **PERSONAL DETAILS**

Write your **full name** in a larger font size. We want to immediately know who this CV belongs to. Underneath your name also include (in a smaller font size) **your full address, mobile and email**. Use a font such as Calibri to give your CV that professional look.

## **PERSONAL PROFILE**

This is a key element of your CV. Your personal profile is usually between three to five sentences and acts as an **introduction to you**. Take this opportunity to tell the employer what is unique about you using words that reflect your skills and experiences which match the position you are applying for. State your career aspirations here. For **key words** and other **resources** to help you, look at the Year 10 Work Experience area on **CANVAS**.

## **EDUCATION AND QUALIFICATIONS**

List in reverse chronological order (most recent first). Include the **year** and **name** of all Schools you have attended. List all **subjects** you are currently studying and specify the qualification ie, BTEC or GCSE and when you will complete them.

## **WORK EXPERIENCE**

Here you should supply details of any work experience you have gained including any voluntary work. Again, write in reverse chronological order include your **job title**, the **organisation** you worked for and **dates**. This is where you can link your work experience to the **skills** you highlighted in your Personal Profile. If you have not yet had any work experience, omit this section and focus on the skills and achievements section instead.

## **SKILLS AND ACHIEVEMENTS**

This section of your CV is where you can demonstrate your broader skills. Employers will be keen to find out about any IT, team working, customer service and communication skills you have. Be sure to explain **where** and **how** you gained these. Also, if you have any other **non academic achievements** include them here. Such as speaking other languages, playing an instrument or being a part of sports team.

Are you a form captain, prefect or have been awarded certificates during any Celebration assemblies? Have you helped in School, perhaps as a runner or at open evenings? Again, include them here and remember to link **relevant skills** (eg time keeping, punctuality, reliability etc). Perhaps you regularly help an elderly neighbour or at your place of worship? These all require skills so don't forget to mention them in this section.

## **HOBBIES AND INTERESTS**

Are you an active member of a club or have any interesting hobbies? Include them in this section. This gives the interviewer a personal view of you and may wish to discuss further at the end of the interview.

## **REFERENCES**

Employers like to see that what you have included in your CV can be confirmed by someone else who knows you. As a Year 10 student include your Tutor as one Referee. The second can either be your Head of Year or another person of responsibility for example, youth leaders/sports coaches from an organisation you are a part of outside of school. Include their name, title of responsibility, address and email.

## **TOP TIPS**

- 1. Check your spelling, no mistakes please!**
- 2. Keep to either one or two pages.**
- 3. Use professional language.**
- 4. CV templates are available on CANVAS**

# KEY DATES

## OCTOBER:

- **Friday 18th October** finalise your CV.
- Look for your work experience placement which takes place from 15-19 June 2020. Last year the first Health & Safety form was handed in on **October 4th**. Can you secure yours earlier?
- Remember to ask family, friends, neighbours, local businesses.
- Use October half term to continue searching for your work experience placement.

## NOVEMBER:

- **Thursday 21st November Mock Interviews**—make sure your CV is ready to impress.
- Continue to hand in completed work experience Health & Safety Forms for Mrs R Patel to confirm your placement. Forms are available on CANVAS in the Year 10 Work Experience section.



# WE ARE HERE TO HELP

- Speak to your Tutors
- Mrs S Patel—Work Experience Coordinator T1
- Mrs R Patel—Work Experience Administrator (Careers Room Wed/Thurs/Fri (10-2pm))
- Mrs D Foster—Careers & Employability Coordinator (Careers Room next to P6)

# FURTHER RESOURCES

- CANVAS— For further information on Careers and Work Experience
- <https://www.startprofile.com/>
- <https://nationalcareers.service.gov.uk/>

