



Tutor Group:

Creating 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 mobile number and email address** so employers can get in touch with you. 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. Look at the Year 10 Work Experience area on **SHAREPOINT** for more ideas.

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. Remember to include any virtual courses you may have completed recently. 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, public facing 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 a place of worship? These all require skills so be sure to include them in this section.

HOBBIES AND INTERESTS

Are you an active member of a club or have any interesting hobbies? Include them here. This provides the interviewer with a personal view of you and may wish to discuss with you 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 leader/sports coach from an organisation outside of school. Include their name, title of responsibility, address and email.

TOP TIPS

1. Check your spelling, no mistakes please!
2. Use professional language.
3. Keep to either one or two pages.
4. Print updated CV and hand to your tutor.

(Insert your full name)

Mobile: (insert number here) Email: (insert email address here)

PERSONAL PROFILE

EDUCATION AND QUALIFICATIONS

From – Current	Park High School, Stanmore
GCSE	(list all your GCSE subjects here eg English Language, Maths)_____
(result August 2023)	_____
BTEC	(list your BTEC subjects here eg Business, Engineering)_____
(result August 2023)	_____

From—To date (Insert name of primary school and address)

WORK EXPERIENCE

From—To Date	(Insert job title, Name of Company and address)

SKILLS AND ACHIEVEMENTS

- _____
- _____
- _____

HOBBIES AND INTERESTS

- _____
- _____
- _____

REFERENCES

(Insert Tutor Name)

Tutor

Park High School,
Thistlecroft Gardens,
Stanmore, HA7 1PL

Email:

(Insert Head of Year name)

Head of Year

Park High School,
Thistlecroft Gardens,
Stanmore, HA7 1PL

Email:

Use the spaces below to make further notes for each section

Personal Profile

Work Experience

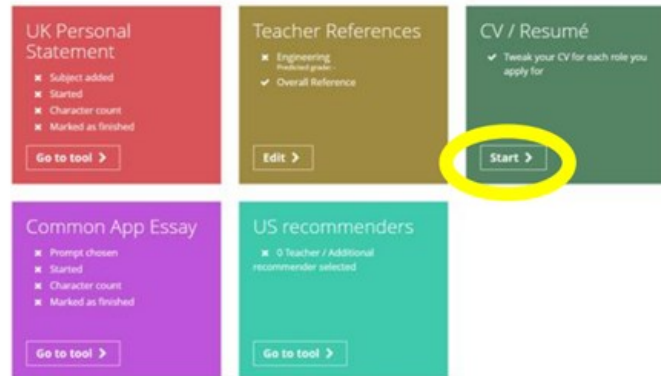
Skills and Achievements

Hobbies and Interests

Step 1– Sign in to Unifrog

From the student dashboard, click the 'Go to tool' button on the **CV / Résumé** box.

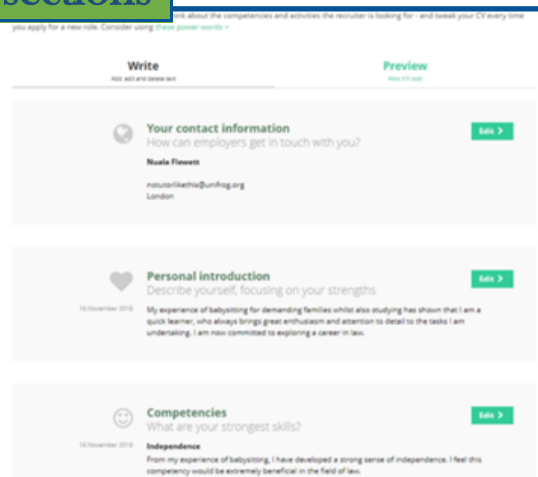
Drafting application materials



Step 2 – Complete the sections

The tool is designed so that you can quickly update your CV whenever your circumstances change, and whenever you apply for a different role.

The CV is split into 5 sections. You can do these sections in any order and leave out any that you don't want to include.



Step 3 – Send CV to your Tutor for feedback

Click here to send your CV straight to your form teacher for them to check.

Type an email address here to send it to someone else. Please note that we do not recommend using this function to send it straight to employers, as you should send it from your own email account.

You can also download it as a Word or PDF document.

Email the whole CV to your form teacher:

>

Or email it to:

Or download it:

As a PDF Document or Word Document (docx)

MOCK INTERVIEW EVENT

Thursday 16th November

The interviewer will provide you with feedback.
Remember to update your CV accordingly.

Important Dates

SEPTEMBER 2023:

Tuesday 19th - Work Experience Assembly

Wednesday 20th - Year 10 CV Writing Booklet distributed. Prepare CV for upcoming Mock interview event. Once completed, hand a printed copy to your Tutor before the deadline and upload to Unifrog.

SEPTEMBER & OCTOBER 2023:

Wednesday Registrations - CV Guidance

NOVEMBER 2023:

Thursday 2nd - PSHCEe Period 2 Work Experience Preparation Programme begins.

Friday 3rd - **DEADLINE** - Printed CV to your Tutor in registration.

Thursday 16th - **MOCK INTERVIEW EVENT**



We are here to help

- Speak to your Tutors
- Mrs R Patel - Work Experience Administrator (Careers Room Wed/Thurs/Fri, break and lunch)
- Mrs D Foster - Careers & Employability Coordinator (Careers Room next to P6)

Additional Resources

- Sharepoint
- <https://www.unifrog.org/sign-in>
- <https://nationalcareers.service.gov.uk/careers-advice/cv-sections>
- <https://www.bbc.co.uk/bitesize/careers>
- <https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv>

