



# 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) **contact 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.**

Use the spaces below to make further notes for each section

Personal Profile

Work Experience

Skills and Achievements

Hobbies and Interests

**(Insert your full name)**

(Insert school address)

Telephone: 020 8952 2803    Email: (insert your Park High School email address here)

**PERSONAL PROFILE**

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**EDUCATION AND QUALIFICATIONS**

From – Current                  Park High School, Stanmore

GCSE                                (List all your GCSE subjects here e.g, English Language, Maths)

(result August 2027)                  \_\_\_\_\_

BTEC                                (list your BTEC subjects here e.g Business, Engineering)

(result August 2027)                  \_\_\_\_\_

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

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**WORK EXPERIENCE**

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

(detail your role and relevant skills and responsibilities here)

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**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: