



Careers Education

Year 9

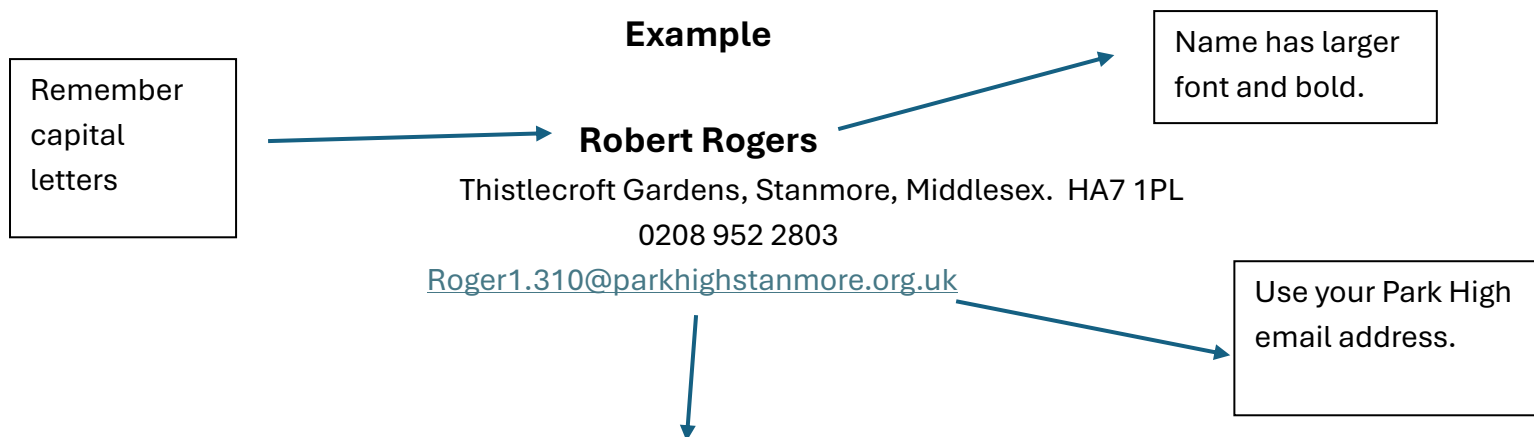
CV programme

2nd June 2026 – 17th July 2026

Week 1	Tuesday 2nd June	Introduction to CV programme & personal details
Week 2	Tuesday 9th June	Personal profile
Week 3	Tuesday 16 June	Skills profile
Week 4	Tuesday 23 June	Work History including virtual work experience
Week 5	Tuesday 30 June	Education, Interests & Achievements
Week 6	Tuesday 7 July	Computer room or Play the Boss
Week 7	Tuesday 14 July	Review day.

**All CV's must be completed and emailed to careers@parkhighstanmore.org.uk
by Thursday 16 July**

Name _____ Form _____



Personal details.

For the purpose of the mock interview event, do not include personal information such as your actual address, phone number or email. Use the school address, telephone number and email address.

Personal profile:

A Year 9 student who has an interest in sport. Regularly play football for Parkfield Football Club and have been the captain for the last two years, highlighting my dedication and leadership skills. My attendance and punctuality at school is exceptional and I received a certificate for 100% attendance. Looking for a work experience placement related to sport as long term I would like to become a fitness instructor.

The personal profile is the first paragraph the employer will read.

Remember to get the attention of the reader. Big yourself up - don't be shy!

What can you do?

If *you* don't know what you can and can't do, then how will an employer know whether to employ you? Use this page to see what other things you could learn to be more employable now and in the future.

I am able to:	Tick	I am able to:	Tick
Explain things to people		Use MS applications word excel	
Good at listening to friends		Use phone systems	
Organise people		Learn new IT applications quickly	
Put people at ease		Create presentations on Powerpoint	
Motivate others		Teach people things	
Support others		Learn new skills quickly	
Working effectively in a team		Be creative to solve problems	
Organise my own work		Maintain and repair things	
Work well under pressure		Use hand tools	
Work well with children		Do a job well from beginning to end	
Co-operate with others		Work with minimal supervision	
Cook meals		Work with others	
Come up with new ideas		Adapt to new work tasks quickly	
Pay attention to detail		Work accurately	
Check information for accuracy		Work out costs and budgets	
Present my work to groups of people		Research & present information	
Make good decisions		Plan ahead and set goals	

Use the following two pages to identify your skills, qualities and experience, so you can write your own CV. Remember, you are an individual and you will have to speak to employers about yourself, so don't just write what your friend writes!

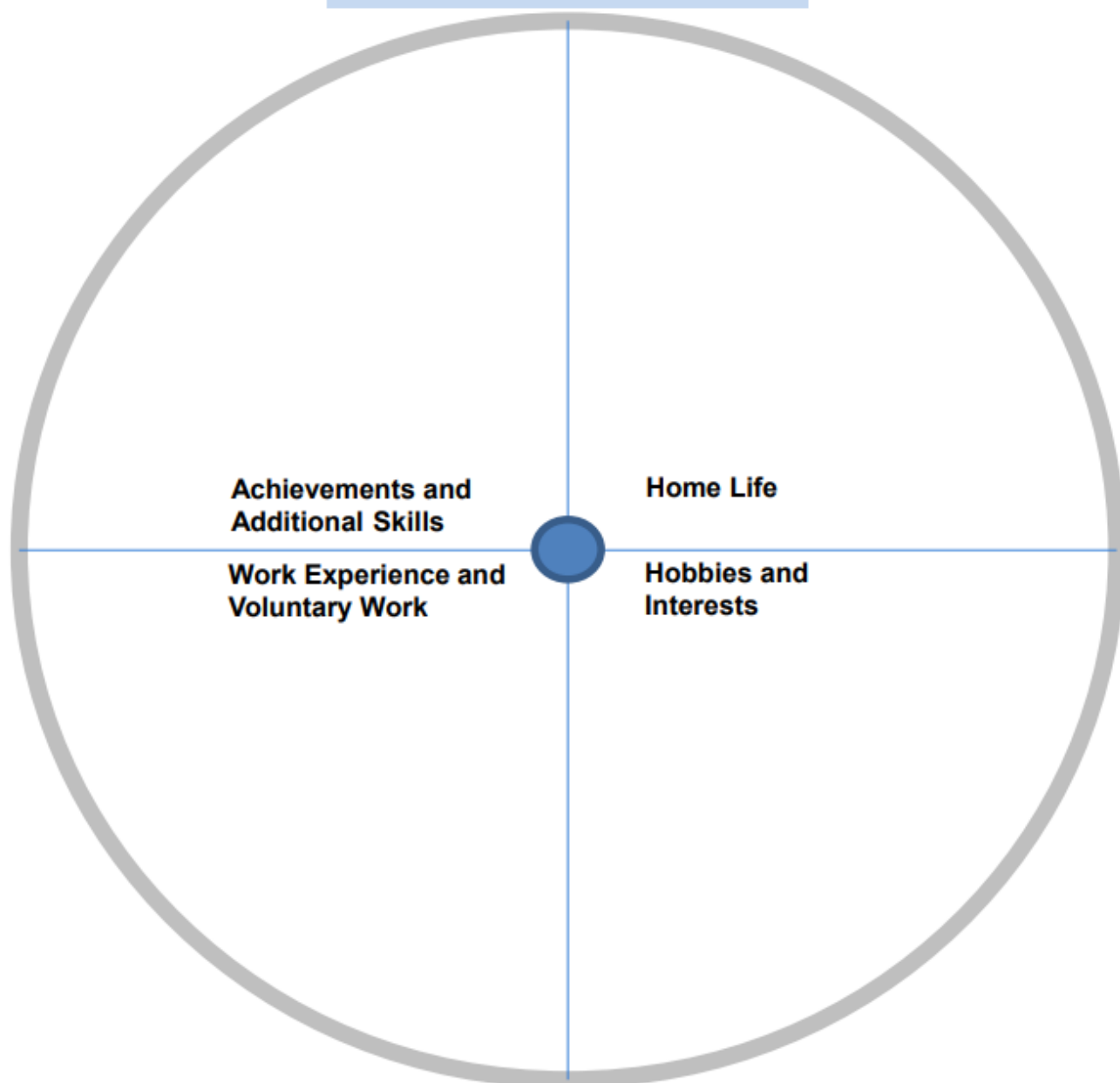
I am:

Friendly	Flexible	Kind
Honest	Versatile	Creative
Confident	Committed	Imaginative
Energetic	Mature	Diplomatic
Caring	Decisive	Professional
Fit	Dynamic	Quick thinking
Adaptable	Willing to learn	Calm
Thorough	Articulate	Analytical
Adventurous	Punctual	Reliable
Resourceful	Helpful	Open-minded
Enthusiastic	Hard-working	Self-motivated
Compassionate	Organised	Proactive
Innovative	Trustworthy	Capable

My Skills / Skills Profile:

Communication	Example:
Leadership	Example:
Integrity	Example:
Teamwork	Example:
Problem Solving	Example:
Resilience	Example:
Curiosity	Example:
Learning New Things Quickly	Example:
Listening	Example:
Compassion	Example:

Skills Wheel



DRAFT CV

Name:

Thistlecroft Gardens, Stanmore, Middlesex. HA7 1PL

0208 952 2803

Park High email address:

Personal Profile:

Education:

Park High School, Stanmore, HA7 1PL

September 2023 – ongoing

Currently studying the following subjects at GCSE (can enter your Year 10 subjects)

Additional Skills:

Work History:

Hobbies & Interests:

References available upon request.

