

# PREPARING YOUR CV

When applying for **work experience**, **voluntary work** or a **part-time job**, the employer might ask you to email a copy of your CV. This is short for **Curriculum Vitae**, which is a 1-2 page document that summarises your skills, qualities and experience.

Your CV provides the employer with a brief introduction about you. It is organised into key sections (headings) as shown in the diagram overleaf and the example layout. You can use the example layout to jot down initial ideas.

- Use **positive action words** (e.g. achieved, co-ordinated, presented, coached).
- Make sure your **information is relevant** to the employer and job role, including essential & desirable skills. Always be honest.
- If the employer has asked you to highlight your skills and qualities in a specific order, **follow their instructions** and use the headings that they provide.
- Always check your **spelling, punctuation & grammar**.
- Before adding contacts in the **References** section, it is polite to ask them first. If you don't have time, type "*References are available upon request*" and follow up later.

## Application Forms

Some employers request that you complete an application form (either online or as a printed copy). Always read the instructions carefully and follow their guidance, especially if they ask for you to use certain headings for your answers. The CV tips are also relevant for application forms. If it is a handwritten application, it is a good idea to practise your answers and spellings on a separate sheet first. Remember to also send an accompanying email or letter.

### My Full Name

My Street, My Town, My County, My PostCode  
myloginname@sybilandrewsacademy.co.uk

### PERSONAL SUMMARY

### WORK EXPERIENCE

### EDUCATION & QUALIFICATIONS

Sybil Andrews Academy, Rougham Tower Avenue, Bury St Edmunds, IP32 7QB.  
GCSEs to be completed 2020

Subjects:

Grades / Expected Grades:

### INTERESTS

### OTHER INFO

### REFERENCES

1.Name	2: Name
Job Title	Job Title
Company	Company
Contact Details	Contact Details



About you: your skills, qualities and experience

## 1. PERSONAL CONTACT INFO

Include your **name**, **address** and **contact details**. Make sure your email address sounds professional, e.g. your school email address.

## 2. PERSONAL SUMMARY

Write a short paragraph that outlines your key **skills**, **qualities**, **achievements** and **career ambitions**. Tailor it to the needs of the employer and the job role.

## 3. WORK EXPERIENCE

Create a bullet-point list of the **jobs**, **voluntary roles** and other **work experience** that you have completed, starting with your most recent experience first. Focus on key activities and achievements.



## 4. EDUCATION & QUALIFICATIONS

List the high schools/colleges where you have studied (the most recent first) and the **qualifications** you are studying for or have already achieved (e.g. GCSEs/VCERT). Include **grades** or target grades.

## 5. INTERESTS & OTHER INFO

Summarise your **hobbies**, **interests** and other **achievements** that positively highlight your personality and that are relevant to the role – e.g. clubs, language skills and awards.

## 6. REFERENCES

List the contact details for **two people who can provide further info about your skills and abilities**, e.g. teacher/tutor, club leader or employer.

**Useful websites:** [nationalcareers.service.gov.uk/get-a-job/cv-sections](https://nationalcareers.service.gov.uk/get-a-job/cv-sections)  
[www.youthemployment.org.uk/write-first-cv-tips-students-school-leavers/](https://www.youthemployment.org.uk/write-first-cv-tips-students-school-leavers/)