

**You will need to make a copy of this document to create your own CV. Make sure you save it in your own folder.**

## **Name**

Address

Contact Number (check your voicemail message is OK!)

Email address (not funny/rude!)

## **Personal Profile**

About 4 or 5 lines about yourself describing your personal qualities and strengths. This section can be altered for particular jobs.

## **Education and Qualifications**

Reading Girls' School, Northumberland Avenue, Reading: 2014 to present

Put down the GCSEs etc you have and courses you are studying for

## **Work Experience**

Work experience placement and date. Say what tasks you did and what you learnt

Also record any part time or holiday jobs you have had

## **Volunteering / Activities**

Record any volunteering you do, or activities which show commitment, teamwork, etc. E.g.:

helping with little ones at church

sports activities

taking part in the school play

being on the school council

citizenship fundraising events

DofE

Show dates/timescale, what you achieved, skills you learnt

Be prepared to talk about these activities in an interview!

## **Additional Information**

Put here other skills / certificates employers might like to be aware of.

Do you speak another language?

Have you a first aid certificate?

Are you well-organised, good with technology, artistic, etc?

## **Hobbies and Interests**

What do you enjoy doing out of school? Word it carefully (for example, say 'I enjoy socialising with my friends' rather than 'we hang out at the park').

## **References**

Available on Request

Think of two people that would say good, honest things about you to an employer. This can be school staff, normally your Pastoral Leader. You don't have to put the names of your referees in the CV, but be prepared to give the contact details when asked. And ask their permission first!