



Example CV

A Curriculum Vitae (CV) gives you the opportunity to create a powerful personal marketing tool and to draw an employer's attention to the things you would like to discuss at the interview.

There are a number of different ways in which you can present the information in a CV. However, whatever format you choose, you need to include the following:

Personal Details: Give your full name. Provide your full address and as many methods of contact as possible (telephone, mobile phone and email)

Educational Qualifications: Concentrate on your most recent qualifications or what you are studying at the moment.

Employment History: Provides information on any periods of employment in reverse date order, that is, the most recent first. This should include job title or role, responsibilities and achievements.

Skills: List any skills you possess that are relevant to your application. For example, you may be able to speak another language or have very good ICT skills.

Interests: Provide details on two or three interests that help to demonstrate your suitability for the job in question.

Contact details for referees: Provide the titles, names and addresses of referees. Employers also find it useful to have telephone numbers and an email address.

Top Tips

- A good CV is a short CV, so follow the advice given.
- Make sure the employer can easily see what you can do. Put things in a logical order and use bullet points.
- Check for any gaps in your CV.

REMEMBER it is estimated that most managers spend as little as 30 seconds reviewing a CV. You have to make an impact – fast!



Example of a CV for a Year 10/11 Student

Elsie Lockwood

123 Example Road
Bromley BR1 3SD

Tel: 0123487695

Mobile: 0790 123456

Email: elsielockwood@email.com

Skills and Qualities

I am a very keen and enthusiastic Year 10 student age 15. I particularly enjoy sport and am involved in teams both in and outside of school. Through my football experience I believe I am a good team member, enjoy working with others and am developing leadership skills. I have very good IT skills and am beginning to design my own web sites. I am very well organised and have an excellent record of punctuality and attendance. In the future I intend to study A-levels and then hopefully go to university. I am currently looking for a work experience working in a sporting/fitness environment.

Education

2008 to present:
Sydenham School
Dartmouth Road
London SE26 4RD

Courses being studied (GCSE) *would need grades too*

English Language
English Literature
History
Mathematics
Science (Double Award)

ICT (Core)
PE
Music
French
Citizenship (short course)
RE (short course)

Work Experience

Babysitting: I regularly look after for my Aunt's children age 5 and 3 and I have to ensure the children are safe, are put to bed at the correct time and sometimes I also have to prepare their dinner.

I have some experience with football coaching younger teammates at Millwall.

Interests and Achievements

I am a keen footballer and regularly play for my team Millwall Junior Ladies. I train every week and play matches on Saturdays. I like to help with the younger teams to improve my leadership and coaching skills. I enjoy going out with my friends and particularly like going to the cinema. I play the drums and am working towards my Grade 3. I am a member of the school council at school.

Referee:

Mr G Morgan,
Year Learning Co-ordinator
Sydenham School
Dartmouth Road
London SE26 4RD
Phone: 0208 699 6731
Email: info@sydenham.lewisham.sch.uk



Curriculum Vitae for – Joe Bloggs

D.O.B. 26/08/1998

Address- 28 Made up Lane, Maldon, Essex, CM9 7BW

Email- anyone@anywheremail.com

Home phone- 01234 567890

I am a Year 12 student at Dayton School in Hansford who is hard working and keen to do well in my exams in the Summer. I am co-operative when working with others as I am a good listener and am able to offer my own ideas to a group. I am a good time keeper and would always plan to be somewhere ahead of time rather than be late. I am approachable with good communication skills and work well in a team. This information can be confirmed from both my work experience referee and my manager at the paper shop.

Education

Dayton School, Hansford, Essex 2007 – present

- GCSEs
 - English Language 6
 - English Literature 7
 - Maths 5
 - Statistics 5
 - Physics 5
 - Biology 5
 - Chemistry 6
 - Citizenship 4
 - Religious Education 5
 - History 5
 - Sociology 5
 - Spanish 6
 - BTEC Media- Distinction*

Employment

Waitressing with Able Caterers of Hansford

Experience and Skills

- Volunteering at Salvation Army Charity Shop 2009-2012
- Work experience with Communications Department at Hansford City Council
- Young Persons Emergency Response Qualification- 2011
- Achieved Bronze Duke of Edinburgh Award and currently working towards my Gold Award.
- 100% Attendance at school
- A member of the School Council and an International Ambassador
- Currently a College Council Representative
- Diploma in Physical Education (Silver level)

References

Jack Spencer- Jacko's Stores owner/ manger- 01924 768354
Work experience Yr 10 - Roy Coats - Communications Manager, Hansford City Council - 01245 754324 roycoats@hansford.gov.uk