



St Martha's Curriculum Vitae (CV)

(Use this to create a CV before you undertake the job shadowing.)

This is a basic form to introduce you to the idea of a CV and how we use this document in our job search. If you have any questions, please email me.

- ▶ **Title** - some CVs have a title which says the job that you are looking for or qualified in, for example "Graphic Designer" or "Joinery Apprentice".
- ▶ **Work experience** - most people have done some 'work', even if they did not get paid for it. Think about it: School work experience, helping family or neighbours, things that you may have done in school or college such as helping out with an open day, school event, showing visitors around, working in the school library etc.

Name
Career Interested In:
Why do you think you should be hired for this job?
What abilities and talents do you bring to this post?
Achievements and awards
References

<https://successatschool.org/advisedetails/200/Skill-Up:-My-First-CV-Template> Here you will find an example of a basic CV.

Example first CV

Name: C V Writer
Address: Include your full address and postcode
Tel: Include your mobile number and / or home phone
email: cvwriter@emailaddress.com

PERSONAL SUMMARY
Use this section to sum up your education, work history and aims in a couple of sentences.
e.g. "I am a hard-working, reliable and motivated student with a strong science background. I am currently completing A-levels in Maths and Sciences and looking to gain experience working in engineering with the aim of training to become a civil engineer".

MAIN ACHIEVEMENTS
- Make a bullet point list.
- ...of the main things you have achieved at school and in work. Include dates and company names.
- e.g - Two weeks work experience with Madeup IT company - March 2013
- e.g - Young Enterprise Award - 2012
- e.g - Captain of school football team - 2011-13

SKILLS
List your personal, technical and specialist skills PLUS EXAMPLES. Don't just say 'I have excellent communication skills', give people an idea of why!
- e.g - Team work - Organised charity fashion show as part of school committee
- e.g - Computing - Intermediate skills in Microsoft Office, Indesign, PHP, HTMLS
- e.g - Communication - Work experience at reception in office, led school science research project.

WORK EXPERIENCE
Include: Job title, company, dates from - to and list what you did plus your responsibilities.
E.g. "Work experience, Madeup Company, March-April 2013 - Helped to update office contacts database, researched and wrote articles for website."
Remember to include voluntary work too!

EDUCATION
List all your qualifications including GCSEs, A-levels, Highers, BTEC and short courses.
Put the highest level qualifications first plus results or 'TBC' if you are still studying.
e.g. A-levels: Maths - A, Physics - B, English - C
GCSE: Maths - B, Chemistry - A, Physics - C, English - B, French - C.

INTERESTS
Steer clear of talking about your social life and stick to hobbies like playing music, sport and personal projects. If you've won an award or certificate, mention that here or in Main Achievements.

REFERENCES
Make sure you have contact details for one / two people who can provide a reference. This should be someone who has managed you at work / work experience or, if this is your first job, a teacher or tutor. You don't need to include the details of your references on your CV, just write 'References available on request' here.