

How to complete a CV

Start by getting together all your certificates and other useful information such as your school report or achievement awards; this is the information that will help you. Remember you might need to change your CV each time you apply for a different role. Be truthful as you will have to answer questions about your CV at interview.

The template on the next page will help you set out the information. Your CV should be **no longer than 2 sides of A4**.

Here are some guidelines on what to include in each section:

PERSONAL DETAILS: Put your personal details into the first section. Include name, address, home and mobile number, e-mail address if you have one. **You do not need to include your date of birth.**

PERSONAL PROFILE: In the personal profile section write no more than four sentences which sum up your main skills and personality together with any relevant experience and an idea of your career aspirations..... e.g. I am an enthusiastic hardworking student who would like a career in (whatever work area you are applying for). My work experience (or volunteering or a specific school activity) at shows my.....(skills, commitment, interest)

SKILLS: This section is very important, the examples show you some of the things you could use as examples. You may want to add other skills such as IT skills.

Team Work Skills

e.g. Sporting Teams, Duke of Edinburgh, Team Projects, Tutor Group based activities, Group work for subjects, Drama Groups etc.

Communication Skills

e.g. Presentations, mixing well with adults and other young people, voluntary work, written communications

Reliability

e.g. Full attendance at school, positions of trust in school such as Prefect, House Captain, good timekeeping, part time work, etc.

Responsibility

Do you baby-sit, have a part time job, have you helped out in school, organised an event, etc?

Organisational Skills

Balancing social life with school, organising a coursework timetable, organising events in and out of school etc.

EDUCATION: If you don't have your results yet try to give target grades or current grades (Be positive but realistic). Potential employers will ask to see your certificates as proof before you start a job.

EMPLOYMENT/WORK EXPERIENCE/VOLUNTEER 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, specific roles in your tutor group etc. List these as most recent first. If you have work experience, give enough information about the company so that a potential employer could check them out e.g. Manor Farm, East Leake, Loughborough. Give dates e.g. May 2011 to June 2012 on Saturdays

When giving details of key roles; try to link these to skills asked for in the job advert e.g. working as part of a team.

OTHER INFORMATION: Put in details of anything else that you have done that could be relevant to the job for example having done a first aid course or having been on a residential event.

HOBBIES/INTERESTS: These show that you are a well -rounded person and can be as relevant as the jobs you have done, they show the sort of person you are. Everyone should be able to give 3 ways in which they spend their free time.

REFERENCES: If you are able it is a good idea to include two referees (one should be a member of staff at ELA). It is also acceptable to put 'references available on request'. Relatives should not be used as referees.