

CVs!

- CVs are widely accepted by employers as a method to apply for their vacancies- part time, full time and Apprenticeships.
- It's a great way to record your education and employment because you never know when you will need this information quickly.
- This is your professional biography. By putting a CV together now, you will add to it over time and in a couple of years, you will see how your skills and experience have grown.

Some do's and don'ts before you get started-

1. There is no minimum or maximum CV length. Just make sure its professional, accurate, targeted to the job you are applying for.
2. Don't include a photo...even if it's a good one. Your employment prospects shouldn't be affected by what you look like.
3. Use a word document in size 12 in a font like calibri or verdana.
4. Be honest at all times.

Contact details-

1. You full name, address and postcode at the top of page 1.
2. Then add your Email address. This has to be professional! Create a new one if you have to.
3. Add your phone numbers. Mobile and landline is good. Work on your phone manner because employers will be calling you. Also get your voicemail set up correctly.

Personal profile-

This is a quick way to talk about yourself and why you should be considered for the vacancy. Everyone writes things like – 'I am a hardworking / a good time keeper / I can work own or as part of a team'. You need to say something new, so answer the following questions...

1. 'Who am I?' I am currently a year x student of Priory Community school with good attendance record and good predicted grades.
2. 'What do I want?' I am looking for part time work in the local area particularly in the area of retail/childcare/motor vehicle/hairdressing during evenings/weekends/holiday periods.
3. 'Why do I want it?' I would like to earn an income to pay for driving lessons/holiday fund/a new games console while developing my experience in your industry.

Key skills-

1. List some skills that you have that will be useful for the work you are applying for specifically or just the main skills that you have. Choose things like....
 - Strong IT skills. If you are under 20 years old, you will mostly have twice the level of IT skills that anyone over 20 currently has.
 - Time keeping and prioritising. At school you work hard every day to get assignments completed on time. You balance the work load of several different subjects.
 - Think of more to add such as customer service skills, being physically active, attention to detail, etc.

Education-

If you are still at school, this section will be short! Start with saying what school you attend. Priory is an outstanding school...you should be proud to be here!

1. List the grades in subjects you have already achieved.
2. List the predicted grades of the subjects you still need to achieve.
3. Be honest!

Education Achievements-

This is a great opportunity to talk about things you have done at school or outside of school that you are proud of.

1. Do you play music? Are you a member of any groups or clubs? Have you ever received any awards or special recognition?

Work history-

If you are still at school, this section will also be short, so it's important to be as detailed as possible.

1. List your year 10 work experience, where you worked, when and what you did.
2. List any work you might do to support your family like babysitting, DIY, shopping, cooking etc.
3. List any part time work you have, who it's with, when you did it and what you do as part of the job.

Work Achievements-

Have you ever had any special recognition in your work? Have you done anything in work that you are particularly proud of? List them here.

Interests and activities-

This shows employers that you are a real human being! Its a great way to show employers how interesting and awesome you are.

1. Do you take part in any sports? Do you listen to music? If so what do you listen to? Do you read? What do you like to read? Do you watch films? Do you collect something? Do you cook? What do you do outside of your studies?
2. 'Spending time with my friends' is not an interest or an activity to include on a CV.

References-

This is really important because this is who your next employer will contact to find out whether they should hire you.

1. Add your form tutor or year head. Ask them first! This is a great opportunity to show Priory staff how professional and mature you are!
2. Also think about including the details of your work experience employer or anyone else that you have done work for but make sure you ask them first too!

You are almost done!

What next?

1. Spell check it. Spell check it again.
2. Give it to someone else to spell check it.
3. Save the document to your laptop or PC and a memory stick.
4. Print off some copies. Put one in your record of achievement and keep the rest to hand deliver to employers.
5. Keep updating it! Add new grades, work experience, skills and interests as you achieve them. Also update your contact details if they change. Your CV will now continue to develop as you grow.



George Smith

Address- 1 Fairbank Road, Worle, Weston-super-Mare, BS23 5FF

Telephone- 07777 123456 or 01934 56789

Email- georgesmith@hotmail.com

Profile

I am a school leaver with a very strong interest in cooking and good predicted grades who is looking for an apprenticeship as a Chef. I am looking for an employer where can develop my culinary skills and love of cooking by learning from an experienced team and to ultimately become a Professional Chef.

Key skills

- A good knowledge of basic cooking techniques
- Well-developed customer service skills
- Excellent IT skills
- I am a good time manager
- Cash handling skills

Education and qualifications

2007-2016 St Patrick's School, Bristol

GCSE predicted grades-

- Catering-A
- Art-B
- English-B
- Maths-B
- Science-C
- History-D

Other qualifications-

- Level 2 food hygiene award

Achievements at school-

- I was successfully recruited by an employer during Yr 10 mock interview day
- I raised £100 for charity



Employment History

Browns Café May 2015-Present

Part time cafe assistant

- Assisting in the kitchen with basic food preparation
- Washing up and maintaining hygiene standards
- Making hot drinks – cappuccino, espresso
- Serving customers and clearing tables

Family and Neighbours 2011-Present

- Babysitting
- Garden work
- Shopping
- Car washing
- General housekeeping

Hobbies and interests

I am passionate about cooking and trying new recipes which I like cooking for my family. I am also a keen member of my local football team, and as Team Captain regularly lead coaching sessions with the younger players.

References-

Tutor name here...

Work experience employer here...