

Worksheet

CV builder



Curriculum Vitae (C.V.) is Latin, loosely meaning "the course of my life".

You will log all of your activities and achievements on your CV. You add to this throughout life as employers ask for your CV when you apply for work experience, volunteering, part time/full time jobs.

Your CV becomes the foundations for a personal statement when you apply to university.

- Maximum 2 pages
- Clearly organised with dates of achievements
- List most recent first and work back in time
- Relevant

What are your personal details?

Your name as the title

Add your email address

Include your mobile number

Enter your home address

Aim to take up as little space as possible with these details. Writing your mobile number and email address on the same line or writing your home address horizontally, can reduce the number of lines used.

Record your information here:

Name:

What is your educational history?

Write the name and town of your secondary school on the left hand side of the page, and the dates on the right hand side of the page.

Then, use bullet points to explain any qualifications you have gained, including any predicted grades. You can also use bullet points to outline any other school-related achievements. Positions of responsibility such as prefect, mentor, DofE can be entered later on your CV, under the experience heading.

You should use **bolding** and/or capitals to highlight heading such as **EDUCATION**, or for sub-headings such as **school name, town name and dates**.

You do not need to enter your Primary School.

Example:

EDUCATION

Big Town Secondary School, Big Town

Sept 2016 - current

- 10 GCSE's with predicted grades all grade 4+, including a grade 7 in maths and English
- Prefect for three consecutive years

Record your information here:



What are your main achievements?

Achievements could be a section on their own or could be combined with the interests section (below). When writing some detail about the achievement, keep this brief; give an interesting piece of information or some detail so the employer can understand why it was such an achievement for you.

Again, use bolding for sub-headings to help the details stand out, and use active verbs which relate to skills to show the employer you have the skills they seek. Achievements could be sporting, performing arts, creative (art or music), mooted or public speaking... or anything you feel has been an achievement.

Example:

ACHIEVEMENTS

First Place Award, Model United Nations Regional Conference

June 2019

- Led a team of four delegates, representing Spain in a regional conference of 500 delegates
- Researched Spain in detail, looking at their position in relation to the topic of gender equality in their national dialogue, producing a position report ready for the conference
- Debated as part of the 500 strong conference, gaining first place

Football Captain, Big Town Athletic Football

Sept 2013 - current

- Motivated and led team to win three league titles over five years of captainship

Record your information here:



What is your experience?

Experience includes paid and unpaid work and might include:

- Work experience or work shadowing
- Part or full time jobs or internships
- Voluntary experiences, including Duke of Edinburgh
- Positions of responsibility, such as prefect, mentor, lunch monitor, sports captain, school ambassador, etc.

Set it out neatly, including:

- Bolding for headings and sub-headings
 - Sub-headings should include job title, employer name, location and dates
- Bullet points to demonstrate skills, roles and responsibilities and outcomes (where possible)
- Skills written as active verbs, which directly relate to the skills required by the employer for the job you are applying for (use your examples from the question above)

Example:

EXPERIENCE

Babysitter, Town Name

Feb 2020 - current

- Care for two children under seven, and ensure they go to bed at time agreed with their parents
- Negotiated rate of pay with employer and discussed responsibilities in their absence

Customer Assistant, Photography Shop, Town Name

July 2019 - Aug 2019

- Communicated with customers, helping them with their photography related queries, serving up to 80 customers per day
- Managed monetary payments and took responsibility for closing the shop at the end of the day

Record your information here:



What skills does the employer want from you?

In their job descriptions or on their website, employers will mention skills they would like their employees to have, either generally or for a specific job. Always read the job description or website and list any skills they seek from you, as an applicant. Skills might include (written as active verbs):

- Communicated, Liaised, Explained, Taught, Wrote
- Problem solved, Initiated, Instigated, Adapted
- Managed, Led, Organised, Prioritised, Negotiated, Influenced
- Designed, Created, Planned
- Worked as part of a team, Collaborated
- Analysed, Evaluated, Interpreted

You will have used these skills at some point, and should think about specific tasks, problems or events that you have faced which used these skills; these come from paid and unpaid work, work experience or shadowing, volunteering, DofE, positions of responsibility at school. Then use these as examples on your CV (see the next section).

If there is no job description or their website does not mention what skills they seek in their employees, you could search online for a similar job description, or use your initiative about skills the employers would want from you.

List the skills your employer seeks, below, and an example of where you have used that skill (be specific with your example!):

Skill required:

My example:

Skill required:

My example:

Skill required:

My example:



What are your interests?

The last area of a CV, interests, can give the employer a flavour of who you are outside of work and education. Keep this section brief.

Example:

INTERESTS

- Enjoy taking photographs of wildlife, and posting these on Instagram
- Love travelling to other countries, having recently visited Egypt and Peru

Who will you ask for a reference?

When you are offered a job, employers will ask for a reference from a previous employer, family friend or teacher/academic. It is not essential to list these referees on your CV, unless the job asks you to. However, do get these details for your own records so you can give them to your employer if you are asked for them during the recruitment process. Record the details below.

On your CV, you can simply write:

REFERENCES AVAILABLE ON REQUEST

Academic referee:

Job title:

Email address:

Referee outside of school:

Job title/how you know them:

Email address:

