

CV Template

Personal Information

Personal profile

Education

Qualifications

Work experience and roles of responsibility

Hobbies/interests

References

Curriculum Vitae

Personal Information

Name

Address

Postcode

Home phone number

Mobile phone number

Email address

Date of Birth

Personal profile

A brief outline about the kind of person you are.

Try to include any key skills, experience or achievements that you have and give examples of when you have used these skills. If applying for work try to make these appropriate to the job you are applying for.

Education

Names of all secondary schools attended with dates to and from

Qualifications

List all of your qualifications e.g. English Literature, English Language, Maths, Science Applied or Double award and all of your option choices

Include the type of qualification e.g. GCSE, City and Guilds, Certificate of achievement.

Give your predicted grades if you know them, these can then be updated when you get your results

Work experience and roles of responsibility

Give details of:

- your year 10 work experience, give the job title, the company, details of duties etc.
- any part time jobs that you have including paper rounds and babysitting (give details as above)
- List any roles of responsibility that you have, this could be as a carer, voluntary work, regular odd jobs etc
- Prefect duties or other roles in school

Hobbies/interests

Explain your involvement:

- if you belong to any uniformed groups e.g. scouts, guides or if you are a young leader in these or other organisations.
- If you play any sport for a team or compete individually representing a club
- If you belong to any clubs or groups in school e.g. drama, music
- You may want to include babysitting in this section
- You may enjoy using the computer, explain what you do especially if it requires a skill

References, ask the person if they mind being a referee for you before sending the CV anywhere.

Give the name of a your tutor, Head of year and the full school address

Kirk Hallam Community
Technology and Sports College
Godfrey Drive
Kirk Hallam
Ilkeston
Derbyshire
DE7 4HH
0115 9301522

Give the name of a family friend and their full address