

## CV – Curriculum Vitae

A CV is often necessary when someone is seeking employment or a training opportunity. It is a chance to 'sell' or market yourself to a potential employer. It gives you a chance to promote yourself and highlights your skills. It is often used as a tool for employers to select candidates for interviews so it needs to be well created. There is no one way to write a CV, however if you can tailor your CV to the particular job that you are applying for this can be helpful. Also there are some basic rules to follow when creating a CV. Here are some basic rules:

- Word process your CV, so you can update easily, you can email it or print it out to send or deliver.
- Your CV should be clear, well presented and easy to read.
- It should be no more than two sides of A4 and it should not be double sided.
- Font – use something nice and simple like Times New Roman or Arial and font size 12.
- Most people keep the paper white or cream and the ink black, but if you do use colour keep this to a minimum.
- Always check your CV for spelling, punctuation and grammatical errors as first impressions are everything.
- Remember that life skills can be as important as work skills.
- Make sure your CV includes the words you believe will match the job you are applying for.
- Make sure your email address is professional.
- Never lie or exaggerate information in your CV.
- Your Personal Statement and Skills will probably be the first thing the employer reads so spend a lot of time writing these.

### What to include:

Name – first name and surname, use bold as you want the employer to remember you

Address

Telephone number – home and mobile

Email address

Personal Statement

Skills

Education & Qualifications

Work Experience – can include work experience placements, part time employment, volunteering

Hobbies & Interests

References – either details of two referees or write References available upon request

An example of a CV for a young person seeking a part time, temporary job:

**James Smith**

15 Woodlands Road, Abbeywood, SE2 9XY

19/11/2003

0208 352 9807 / 07387 264190

jtsmith@hotmail.com

**Personal Statement**

I am a hardworking, responsible and reliable individual, with the ability to work in a team, to follow instructions and to use my own initiative. I have excellent interpersonal and communication skills, I also have the ability to lead when necessary. I have experience of working with children. I am currently seeking temporary, part time employment in a Holiday Club for Children whilst studying for my GCSEs.

**Skills**

Communication skills	Enhanced when studying for my drama GCSE
Teamwork skills	Teamwork was essential when playing Rugby for the Abbeywood Rangers Rugby Football Club and the School Rugby Team
Leadership skills	Developed when Captain of the ARRFC & Hayland School Rugby Team
Interpersonal skills	Interpersonal skills were essential when working with a wide variety of people when volunteering with the Cub Pack, e.g. other leaders, parents and children
Organisational skills	Organising the annual Easter egg hunt for the children of Blackheath Village

**Education**

Hayland School, Abbeywood, SE2 9EF

September 2015 – June 2020

GCSE	History	8
GCSE	Drama	7
GCSE	RS	7

GCSE	English Language	6
GCSE	Maths	6
GCSE	Biology	6
GCSE	Physics	5
GCSE	English Literature	5
GCSE	Business	4
GCSE	Chemistry	4
GCSE	Spanish	3

(Govt. grades 7 = A 6 = B 5 = low B/high C 4 = C)

### **Work Experience/Volunteering**

#### Maygrow Cub Pack

Maygrow Hill, Abbeywood, SE2 9TG

Volunteer

April 2019 – July 2019

Assisted and led various activities with 8-12 year olds as part of a team. This enhanced my leadership and organisational skills. This role helped me to develop further my ability to work with children and a wide variety of people including parents and Cub Pack Assistants and Leaders. My excellent communication skills and my natural ability to get on with people helped me greatly in this role.

### **Achievements & Interests**

Duke of Edinburgh Bronze Award

Gym Member, helps keep me Fit & Healthy

Rugby, Captain of Club and School Team

Boxing Club Member, helps with Strength, Discipline & Agility

### **Referees**

Ms A Corporal

Mr M Cousins

Head of Year 11

Head Coach

Hayland School

Abbeywood Rangers Rugby Football Club

acorporal@ hayland.greenwich.sch.uk

matthewcousins@icloud.com

0208 675 3452

0208 908 2586

For more examples of CVs and also an example of a Covering Letter/Cover Letter which you would send with the CV either by email or by post please use [www.eclips-online.co.uk](http://www.eclips-online.co.uk), login password = SE2 9PX, go to the Employment section and view 'CV Writing for Young People'.

Mrs Vicki Banbrook – Careers Adviser

Aug 2025