

Writing the Basic CV - Sprowston High School Year 10 - 2011/12

This will have 7 or 8 main sections. Try and fit it all onto one page – employers won't like multiple pages.

Use action words to make your point rather than long winded sentences. Bullet points also help to make it more concise. There is a useful link to possible action words at the bottom of the page.

1. Personal Details

This will contain your name, address, contact details – get yourself a sensible email address – **not** something like funkystellarocks2011@yahoo.com This gives out all the wrong messages. Get something sensible like ryanhorth@hotmail.com.

Remember employers look at the facebook pages of prospective employees and if they don't like what they see they may not interview you. Never use facebook to make comments about your workplace or school.

If you have a mobile phone number think carefully about whom you share this with. You could use the home phone number instead. Let your carers/ parents know where you have applied so that they are prepared to answer phone calls on your behalf if you are out.

2. Profile

A profile of yourself: This is a nice quick way of highlighting your positive and best features. You should include 5/6 of the following:

“Eager to learn, adapts well to change, follows instructions, respectful of others, listen attentively, able to express your own ideas, good communicator, works independently, creative, responsible, cheerful, positive, thoughtful, works well with a structured environment, works well in a flexible environment, polite.”

But – do not write something you cannot qualify at interview.

For example – if you write down that you are a good communicator – you could say that in Health and Social Care lessons when you have been on a Nursery visit you have always been ready and eager to chat with the children and staff. You will look pretty stupid at interview if they ask you about something and you do not have a ready example.

3. Achievements

This section may not be relevant to you yet but if you have any achievements you could add in here such as School Leader, Form Group representative, member of a sports team, captain of a sports team. Gained a swimming/ sports/ coaching qualification. Did you get a nomination in the celebration assembly from a particular subject?

4. School Career

This should be a straightforward list of the schools you have attended and the dates – keep it simple. The most important thing is that it is obvious you are still at Sprowston High School. If you apply on-line for a job they will need to know from your date of birth whether you are eligible to apply for the post advertised. If you were not born in the UK they will ask for further details of birth certificate/ nationality status

5. Qualifications

You need to make it clear that you are taking GCSE courses and that the grades are predicted grades. If you have a low predicted grade for a particular subject – much lower than the others then I would not mention it.

6. Work Experience

If you have done any voluntary work or have a paper round this is useful experience to include.

7. Interests

Do not say you enjoy going on Facebook or Bebo with your friends. This is boring and most employers will assume you do this anyway. Do you play an instrument, attend a club, help out with anything extra – enjoy reading, helping in the garden, with car, maintaining your own bike, building things – anything to appear more interesting.

8. Referees

It is always helpful to put down a referee. Your form tutor should be your first referee. If your form tutor does not know you well but another member of staff knows you better then ask them. If you are a member of a club or organisation you could put the leader as a second referee but you must ask them first.

Here are some links which you might find useful:

- http://www.direct.gov.uk/en/Employment/Jobseekers/Helpapplyingforajob/DG_173655
- **Sample CVs** <http://www.cvtips.com/resumes-and-cvs/cv-example.html>
- **Lots of action words to consider – don't use too many though!**
<http://jobsearch.about.com/od/resumes/a/actionverb.htm>