

First job CV guide

Your full name

Address (a full postal address needs to be included)

Telephone: (your mobile number and a landline that you can be contacted on)

Email: (Your email address)

Personal Profile:

As a school leaver, you won't have much work experience to date, so in this section it's important to get across the type of personality you have and what you think your greatest strengths are. Provide a summary of your abilities including detail on the skills and knowledge you have to offer employers, including your educational achievements, grades, courses and projects.

If you have any part-time work experience then give an overview here, but if not; simply expand on the transferable workplace skills you have gained throughout your education such as communication, teamwork, organisation, planning, IT skills etc. Also, if you have any impressive extra-curricular activities then it's worth touching upon them here.

"An extremely hard working and friendly individual who enjoys communicating with others from different cultures and backgrounds" or, if you have had a Saturday job in say, a hairdressers or a restaurant, for example you could write something like "Highly self-motivated and outgoing, enjoys ensuring the provision of an exceptional customer service at all times"

What are you looking to do?

This is the area where you set out what it is you are looking to do. As a school leaver, you are probably heading off to college or on an apprenticeship and as such, will be looking for a small part-time role to support your studies. You need to get that across here so the person reading your CV immediately knows what you are looking for.

Education:

You may not have your grades yet to include on your CV, so you can put down your predicted ones, as shown above. It's also very important you include the date when you finish school as this gives the reader an indication of how old you are.

Example:

Arena Academy, Great Barr, Sept 2013 – June 2017

9 GCSEs: English (B), Maths (B), French (B), Geography (B), Science (B) and French (B)

OR

Arena Academy, Great Barr, Sept 2013 – June 2017

9 GCSEs: English (B), Maths (B), French (B), Geography (B), Science (B) and French (B)

Grades predicted – full results expected Aug 2017

Work Experience:

It is usual practice when in school to undertake some work experience for a couple of weeks. This

is the section where this should be included, noting the date and company name and what you did on a daily basis.

You can also include any voluntary work or Saturday jobs that you may have or had.

Company Name, Location

Role Title

Date

Outline

Give a high-level overview of the role to show how you fit into the organisation and what the overall goal of your role is. 1-3 lines should be enough.

Key Responsibilities

- Detail all of your responsibilities and showcase as much of your skills and knowledge as possible
- Use professional language and show how your duties impact the business where possible
- Give lots of detail in recent roles

Key Achievement/Projects

- If possible, try to add some impressive achievements you've made that have had a big impact on the employer or a customer/client

Additional skills:

Do you have any additional skills specific to the job role that will make your stand out to prospective employers?

- IT skills: Fully proficient in Microsoft Office (Word, Excel & PowerPoint), basic HTML
- Customer service: Retail and hospitality
- Admin: Filing, diary management

Hobbies and interests:

List any interests that could be relevant to the roles you are applying for, or could generally be deemed as impressive, such as competing in contests, fundraising, volunteering, travelling or playing sports

- Captain of local hockey team (demonstrates leadership)
- Prefect (demonstrates reliability and extra responsibility)

References:

*You can simply put: **References are available on request.***

References can be available on request – make sure you have a couple of people in mind that you can ask such as Head of year, Form tutor or a member of SLT.